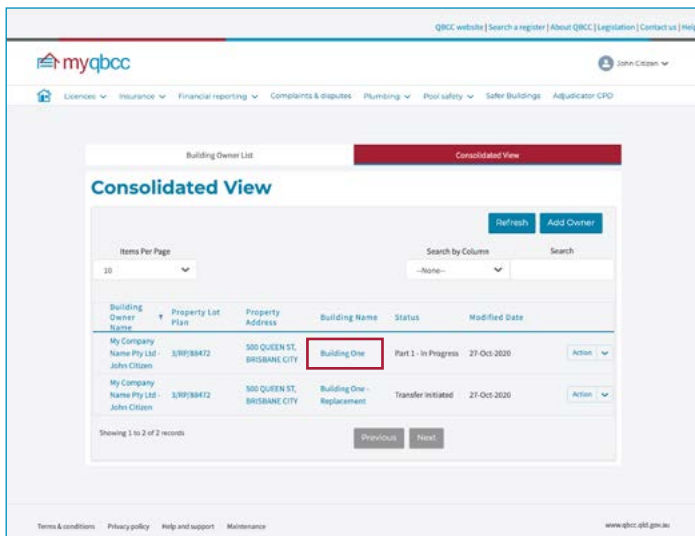


# SAFER BUILDINGS: TRANSFER A CHECKLIST TO A NEW OWNER OR AGENT

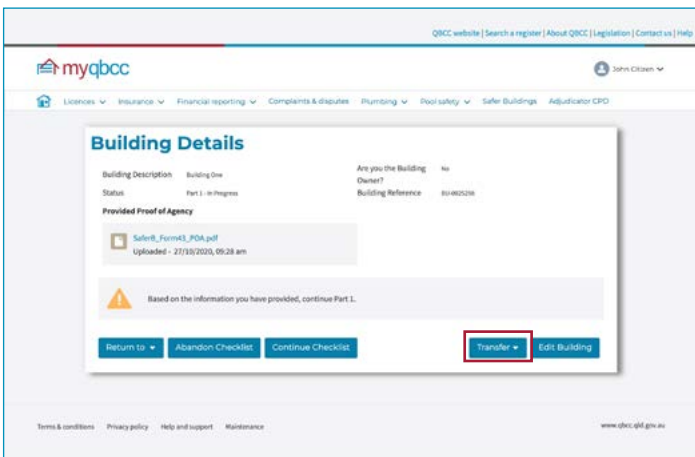
Building owners and their agents have the option to transfer a Safer Buildings combustible cladding checklist to a new owner or agent at any time throughout the audit program. The step listed below will help to guide you through the transfer process.

## INITIATING A TRANSFER REQUEST

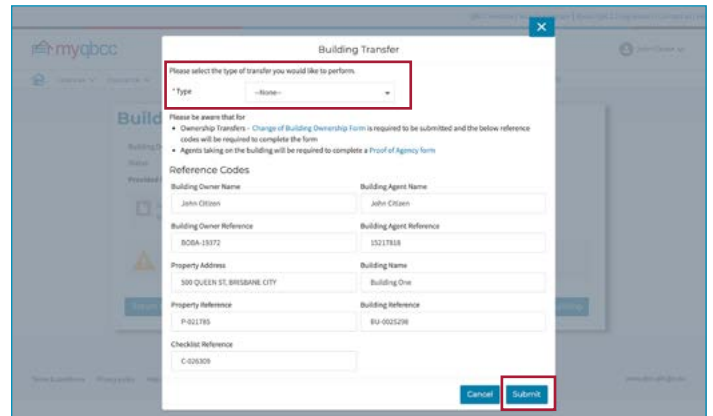
1. Login to myQBCC and click on the Safer buildings tab [www.myqbcc.qld.gov.au](http://www.myqbcc.qld.gov.au)



2. From the Consolidated View, click on the building name of the checklist you want to transfer.

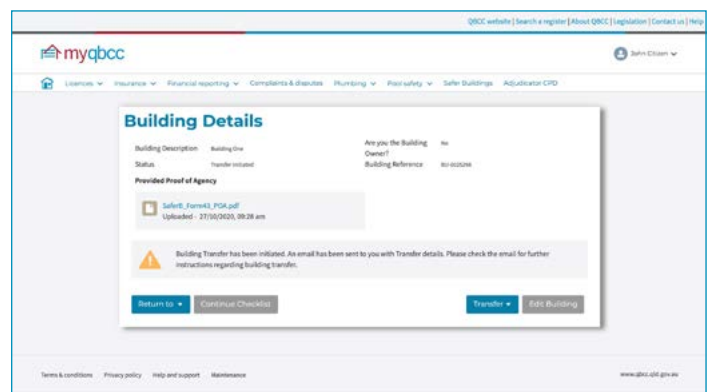


3. In the Building Details view, click on the Transfer drop down menu, and select 'Initiate'.



4. From the Building Transfer window, select which type of transfer you need. The options include Building Ownership, Agency Transfer or Building Ownership and Agency Transfer if both will be changing.

5. Check all the ownership and agency details are correct, as well as the building and property information, before selecting 'Submit'.

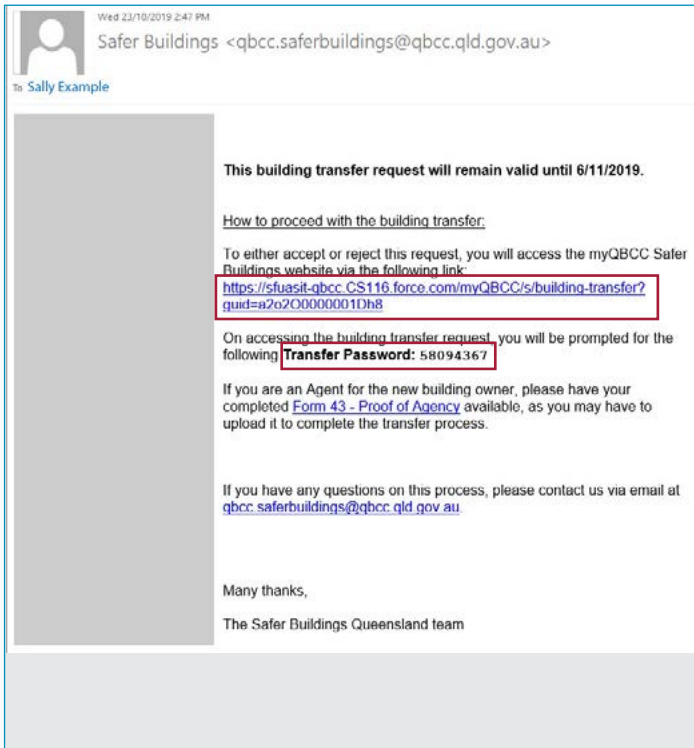


6. A window will appear to confirm the building transfer has been initiated, and you will receive an email with further instructions.

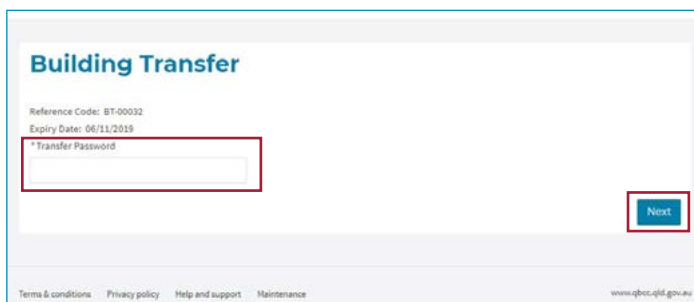
7. You must forward the email with the unique URL and building transfer password to the new owner or agent you are transferring the checklist to. They will use the link and password to accept or reject the transfer request.

**TIP: A building transfer request is only valid for 14 days, and will expire if it is not actioned.**

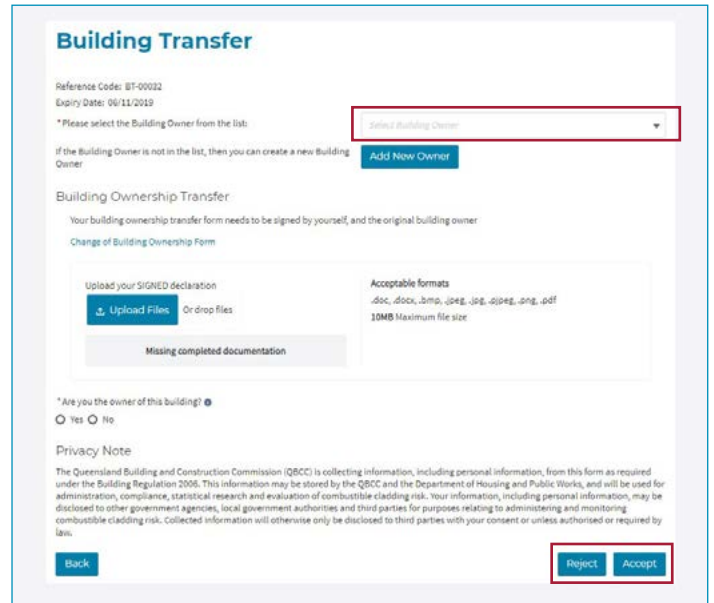
**ACCEPTING OR REJECTING A TRANSFER REQUEST**



1. The new owner or agent must follow the unique URL provided in the building transfer initiation email sent to the current owner or agent.
2. To accept or reject the request, the new owner or agent must sign in or register for a myQBCC account. More information on how to do that can be found on the [QBCC website](#).



3. When prompted, the new owner or agent must enter the transfer password which was also provided in the building transfer initiation email.



4. The Building Transfer window will open and will ask the new owner or agent to select the current building owner the transfer relates to from the list, or add the owner if they do not appear.
5. If the transfer is to be rejected, no further information is required, and the user can select 'reject' at the bottom of the window. An email will be sent to the original owner or agent to confirm the transfer rejection.
6. To accept an ownership transfer, the new owner will need to upload a signed [Form 37 - Change of Building Ownership form](#). To accept an agency transfer, the new agent must upload a signed [Form 43 - Proof of Agency form](#).
7. The new owner or agent can then select 'accept' at the bottom of the window and an email confirmation will be sent to the original owner or agent.
8. The building will now appear in the Consolidated View of the new owner or agent, and progress can continue from the same point in the checklist.

For any further enquiries about building transfers, please email [qbcc.saferbuildings@qbcc.qld.gov.au](mailto:qbcc.saferbuildings@qbcc.qld.gov.au)

