



Uniting Church in Australia (Queensland Synod)

Department for Finance and Property Services

Property Transaction Application

## APPLICATION FOR LEASE OF MANSE TO THIRD PARTY

This form relates to the proposed lease of a manse held in the beneficial use of a Congregation to a third party.

Staff members from Property Resources, Finance and Property Services, are available to provide assistance and consultation as the Congregation considers the sale of a property and can be contacted on (07) 3377 9860 or e-mail [property@ucaqld.com.au](mailto:property@ucaqld.com.au)

Together with consulting Property Resources, please read the notes forming part of this document before completing and submitting the application form.

One copy of the completed application form should be sent to your Presbytery Property Officer, and one Copy to the Department.

One copy should be retained for your records. Applications for leasing out of other properties should use the *Application for Lease of UCA Property to Third Party* form

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1. All sections of the application form relevant to your organisation must be completed. **Incomplete** application forms cannot be approved.
  2. The attached application is in four sections as follows:
    - a. Section A: Purpose and Background
    - b. Section B: The Facts of the Lease
    - c. Section C: Planning and Financial Information
    - d. Section D: Approvals Required
  3. Applications for Lease of UCA Property to Third Party must be approved by the Finance, Investment and Property Board. The FIP Board meets on the last Friday of each month. For consideration, completed forms must be received two weeks prior to meeting date
  4. **All** contracts must be signed by the Uniting Church in Australia Property Trust (Q). This is the legal entity of the Church in Queensland and no-one else has the authority to sign a legally binding document on behalf of the church
  5. More detailed information on leasing a property is available from our website at [www.faps.ucaweb.com.au](http://www.faps.ucaweb.com.au). For additional information see the Regulations and Synod By-Laws

## Section A: Purpose and Background

1. APPLICANT		
Congregation/Applicant Body		
Contact Person		
Position		
Phone (Business Hours)		Fax
E-mail Address		
Postal Address		
		Postcode

2. THE PURPOSE	
<i>Briefly describe the purpose of this application (i.e. what does the applicant want to lease, and for what purpose?)</i>	
<input type="checkbox"/>	Manse to be leased - Currently no ministerial agent
<input type="checkbox"/>	Manse to be leased – Minister has own accommodation
<input type="checkbox"/>	Manse to be leased – Congregation has multiple manses
<input type="checkbox"/>	Manse to be leased – Does not meet manse standard
<input type="checkbox"/>	Manse to be leased – Other Reason:

## Section B: The Facts

1. DESCRIPTION OF PROPERTY		
Street Address of Property		
		Postcode
Condition of Property	Condition Rating	Cost Implication, if any
Roof	0 - Brand New - Perfect Condition	\$
External Façade	0 - Brand New - Perfect Condition	\$
Internal Walls	0 - Brand New - Perfect Condition	\$
Flooring	0 - Brand New - Perfect Condition	\$
Kitchen	0 - Brand New - Perfect Condition	\$
Bathroom / s	0 - Brand New - Perfect Condition	\$

2. PROPERTY FEATURES	
# Smoke detectors fitted?	Yes
Electrical Safety Switch Fitted? (please circle)	Yes

Are there any features such as a swimming pool that will need to be managed during the tenancy?	
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3. PROPOSED TERMS OF LEASE	
Is this a renewal/extension of existing lease?	Yes
Rental Amount	\$
Supporting market evidence for proposed lease price	
Identify other costs to be borne by the lessor (eg electricity, rates, water)	
Proposed Special Conditions of lease by either the applicant or potential lessee (i.e. Access, maintenance, improvements)?	
Proposed Start Date if known	
Proposed Term of Lease <i>NB: See Explanatory Notes</i>	
Proposed Optional Extensions <i>NB: See Explanatory Notes</i>	
Proposed Real Estate Agent	
	Phone: E-mail:
Lessee Name if known	
	Phone: E-mail:

4. OTHER INFORMATION	
What arrangements have been made for the ongoing conduct of activities the site is presently used for?	

**Section C: Planning Information**

1. PURPOSE OF FUNDS	
How does the congregation intend to use the funds realised through the lease of this property?	Lease other property
Please provide details of intended use of funds if other is selected.	

**Section D: Approvals****1. CHURCH COUNCIL**

Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.4.1 (e), 4.6.1 and 4.6.3 held on the     /     /     / the following resolutions were duly passed	
Dated	/           /           / (Day    Month   Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

**2. PRESBYTERY**

Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.6.1 and 4.6.3 held on the ___/___/_____ the following resolutions were duly passed	
Dated	/     /20	
Signatories (Presbytery Minister or Property Officer)	Name	Signature

## Application to Lease Manse to Third Party – Explanatory Notes

*These notes provide assistance in completing the application form. Should further assistance be required, contact the Department for Property and Financial Services on (07) 3377 9810.*

### Section A: Purpose and Background

1. **Applicant:** Applicant details
2. **The Purpose:** Select the reason behind the application which most closely matches your situation. If no match, select "Other" and provide details
3. **Background:** Provide any background on how the congregation/body reached the decision to seek approval to lease.

### Section B: The Facts

1. **Locality and Description of Real Estate:** Legal descriptions of the property will be available from rates notice and/or Property Services. Please provide current photographs and site plan, together with heritage and other encumbrance information. If a Real Estate Agent has prepared a property summary, attach a copy of that document to the application. . Indicate whether there are presently tenants on the property, the basis of the tenancy, contractual status and contract end date. Indicate whether the lease relates to whole of property, or portion and provide detail.
2. **Property Features:** Record details of the features of the property
3. **Proposed Terms of Lease:** Includes price, start date, term of lease, optional extensions, managing agent, lessee details (if known). Also include special conditions of the lease covering such topics as access, parking, maintenance expenses, improvements etc. Please note that the FIP Board have determined that if the term of the lease is to be greater than three years, and the lessee seeks to invest significant capital in fitout/improvements, the prospective lessee needs to be alerted to the following two requirements: (1) Maximum 15 year lease made up of 5 year term, with two optional 5 year extensions; (2) Compensation payable to lessee for capital expenditure if the contract is rescinded by UCA Property Trust. Provide details of support for the proposed lease price (eg, rental list for similar properties). Also Note that the Lease price has both Land Tax and GST Implications. If the lease price exceeds 65% of market value, Land Tax will most likely become payable on the property, while if lease price exceeds 75% of market value, the congregation will not be able to claim GST credits on expenses related to that property. For more information on these implications, please contact the

Department for Finance and Property Services.

4. **Other Information:** What arrangements have been made for the ongoing conduct of activities this site is presently used for (eg if currently used worship centre to be leased, how will congregational worship be continued in short and long term?).

### Section C: Planning Information

1. **Purpose of Funds:** Outline the use to which proceeds of lease will be put.

### Section D: Approvals

Complete the declarations and attach copies of relevant minutes demonstrating the approval of the transaction by the applicant, and relevant Presbytery/Agency