



**Uniting Church in Australia (Queensland Synod)**

**Department for Finance and Property Services**

**Property Transaction Application**

## **APPLICATION FOR LEASE OF CONGREGATION PROPERTY TO A THIRD PARTY**

This form relates to the proposed lease of property (other than 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 lease of the 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.

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 Information
  - d. Section D: Approvals Required
3. Applications for Lease of UCA Property held in the beneficial use of a Congregation to a 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 10 days 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)	
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>

3. BACKGROUND
<i>Provide a brief narrative outlining what lead the applicant to seek approval to lease this property.</i>

4. THE MISSION
<i>How does the lease of this property fit with the mission plan of the applicant? How will it support or enhance the worship, witness and service of the applicant?</i>

## Section B: The Facts

1. LOCALITY AND DESCRIPTION OF REAL ESTATE	
Type of Property	
Street Address of Property	
	Postcode
Area of Lease (m <sup>2</sup> )	
Is the property currently tenanted? Provide details	
Does the proposed lease relate to the whole of the property? If No, describe in detail the portion of property in question, and mark on site/building plan	

2. PROPOSED TERMS OF LEASE	
Is this a renewal/extension of existing lease?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Lease Amount	\$
Identify other costs to be borne by the applicant (eg electricity, rates, water)	
Proposed Special Conditions of lease by either the applicant or potential lessee?  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. Costs to Lease	
What costs will the Congregation have to lease the space?	
How will this cost be financed?	

4. PURPOSE OF FUNDS			
How does the congregation intend to use the funds realised through the lease of this property?	Lease Other Property <input type="checkbox"/>	Operational Expenditure <input type="checkbox"/>	Other <input type="checkbox"/>
Please provide details of intended use of funds			

**Section D: Approvals****1. CHURCH COUNCIL/AGENCY/PROGRAM**

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	/ /20	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

**2. PRESBYTERY**

Dated	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  / /20	
Signatories (Presbytery Minister or Property Officer)	Name	Signature

# Application to Lease Congregational Property 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:** Briefly describe the purpose of the application. *For example: Smith St Uniting Church seeks to lease its unused manse for a period of 12 months*
3. **Background:** Provide any background on how the congregation/body reached the decision to seek approval to lease.
4. **The Mission:** Describe in detail how the lease of this property will facilitate the mission of the Church both locally, and more broadly. How has the applicant prepared for the absence of the property?

## 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. Attach copies of any photographs preferably in digital format (can be e-mailed direct to [property@ucaqld.com.au](mailto:property@ucaqld.com.au)). 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 Improvements:** Summary data concerning each building on 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.
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?). What arrangements have been made in terms of memorials or grave sites on the property?

## 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