



Uniting Church in Australia (Queensland Synod)

Department for Finance and Property Services

Property Transaction Application

APPLICATION TO PURCHASE A MANSE

This form relates to the proposed purchase of a property to be used as a manse by a Uniting Church Congregation.

Staff members from Property Resources, Finance and Property Services, are available to provide assistance as the Congregation considers both the proposed purchase and when this form is being completed. Early consultation with Property Resources and Presbytery ensures that the project progresses in the right direction from the beginning. Property Resources can be contacted on 3377 9860 or e-mail property@ucaqlld.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.

Proposed purchase of property other than manse should use the *Application for Purchase* 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 Purchase
 - c. Section C: Planning and Financial Information
 - d. Section D: Approvals Required
 3. Applications for Purchase 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 purchasing a property is available from our website at 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	

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

2. OTHER IMPLICATIONS
<i>What impact will the purchase have on other activities of the applicant? Has a budget and cash-flow projection been completed to ensure the ongoing viability of other/existing activities once any payments related to the purchase are factored in?</i>

Section B: The Facts

1. LOCALITY AND DESCRIPTION OF REAL ESTATE			
Type of Property			
Legal Description of Property	Lot		Plan
Street Address of Property			
		Postcode	
Land Area (m ²)			
Land Zoning			
Is vacant possession of the property required?			
Is the property currently tenanted? Provide details			
Heritage or Other encumbrances (eg easements)?			

2. PROPERTY VALUATION	
NB: Please attach copy of complete valuation report	
Independent Valuation of Property (\$)	
Source of Independent Valuation	

3. PROPERTY IMPROVEMENTS			
Please complete for each building on the property – attach details if insufficient space			
Description	Floor Area	Age of Building	Condition
<i>e.g. House, 5 bedrooms, 2 bathrooms, swimming pool</i>	<i>e.g. 205 sq metres</i>	<i>e.g. 1998</i>	<i>Rate 1-5. 1 = Very poor, 5 = As New</i>

4. PROPOSED TERMS OF PURCHASE		
Purchase Price		
Conditions of Contract		
Proposed Settlement Date		
Real Estate Agent		
	Phone:	E-mail:
Vendor Name		
Vendor Solicitor		
	Phone:	E-mail:
<p>If purchase price exceeds independent valuation, for what reasons does the applicant recommend paying a higher-than-valuation price?</p> <p>Consider missional imperative, evidence for anticipated property market shifts, proximity to existing property assets etc</p>		

5. CONSEQUENTIAL EXPENDITURE	
If the property is purchased, will there be consequential expenditure for construction, renovation, refit, refurbishment or maintenance?	
What is the anticipated	

additional expenditure?	
How does the applicant proposed to fund and manage these activities?	

Section C: Planning Information

1. Proposed Sources of Finance for Purchase			
Source	Amount	Applied	Approved
Cash at Hand	\$	n/a	n/a
Mission Development Fund	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
UCIS Loan	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (please specify)			
Total	\$		
Is other property to be sold to fund this purchase? Identify			

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

(please attach copy of relevant minute)

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 / /) (Day Month Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

2. PRESBYTERY

(please attach copy of relevant minute)

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	(Day / /) (Day Month Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

Application to Purchase Manse – 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:** Describe the purpose of the application
3. **Background:** Provide any background on how the congregation/body reached the decision to seek approval to purchase, including why this property is believed to be the best purchase options. If relevant, include details of other properties sold to fund/facilitate the purchase.
4. **Other Implications:** Has the applicant considered the impact of the purchase on other activities – including financial, human resource, space requirements etc

Section B: The Facts

1. **Locality and Description of Real Estate:** Legal descriptions of the property will be available from selling agent and/or rates notice. Agent may also provide photographs and site plan, together with heritage and other encumbrance information. If the agent provides a full property summary, attached 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). Indicate whether vacant possession is required, and whether there are presently tenants on the property, the basis of the tenancy, contractual status and contract end date.
2. **Property Valuation:** The regulations require that any property purchased must be purchased at or below a valuation conducted by an independent, registered valuer. Attach a copy of the complete valuation report to this application
3. **Property Features:** Describe features of the property
4. **Proposed Terms of Purchase:** Includes price, settlement date, selling agent, vendor name and solicitor contact details. This section also provides opportunity to justify paying higher than valuation if that is the case. The applicant will need to make a strong case to the FIP Board for a higher-than-valuation purchase to be approved.
5. **Consequential Expenditure:** Will there be further expenditure on extensions, renovations, construction, operations or maintenance as a result of this purchase? How will that expenditure be funded?

Section C: Planning Information

1. **Proposed Sources of Finance:** Outline how the purchase will be funded. Identify the amount of funding to be raised from various sources, and specifically identify any proposed property/asset sale to be used to finance the purchase. Indicate if finance applications have been lodged and/or approved with various bodies. Attached additional information should there be insufficient space.

Section D: Approvals

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