



Uniting Church in Australia (Queensland Synod)

Department for Finance and Property Services

Property Transaction Application

APPLICATION FOR LEASE OF PROPERTY FOR UCA USE

This form relates to the proposed lease of property by the Uniting Church in Australia Property Trust (Q). The form should be completed in consultation with the Department for Finance and Property Services. Officers of the Department are available to provide assistance and consultation as you consider property transactions.

Queries should be directed to the Department for Finance and Property Services on (07) 3377 9810 or e-mail property@ucaqld.com.au

Together with consulting the Department, please read the notes below before completing the attached application form. More extensive notes on how to complete this form are attached, while sample completed forms are available from the Department's website at www.faps.ucaweb.com.au

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 and Financial Information
 - d. Section D: Approvals Required
3. Applications for Lease 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. 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>

3. BACKGROUND
<i>Provide a brief narrative outlining what lead the applicant to seek approval to lease this property. Included in the narrative should be a description of space requirements needed to serve the operational / service / program needs of the applicant.</i>

4. OTHER IMPLICATIONS
<i>What impact will the lease 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 lease are factored in? If yes, what has this review demonstrated?</i>

5. CONSULTATION
<i>What work has been undertaken to identify if another body or activity of the Church has beneficial use of a facility / property which would satisfy the aforementioned space requirements. If such a facility exists, please provide a rationale as to why it would not be suitable.</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	

3. PROPOSED TERMS OF LEASE	
Negotiated Rental Amount	
What if any incentives are being provided by the landlord?	
What outfitting costs will be paid if the lease is approved?	
Term of Rental	
Rental Comparison Provide evidence from the real estate agent that the rental is equal to the rental amounts being paid for a similar type of residence (size, condition) in the area.	
Any special conditions of the lease	
Proposed Start Date	
Options for extension	
Real Estate Agent	
	Phone: <input type="text"/> E-mail: <input type="text"/>
Landlord's Name	
Identify other costs to be borne by the applicant (eg electricity, rates, water)	

4. PROPERTY FEATURES	
Please complete for each building on the property – attach details if insufficient space	
Floor Space Total	
Number of Car Parks	
Other	
Has the property ever been subject to flooding?	

Section C: Approvals

1. College 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 and 4.5.2 held on the / / the following resolutions were duly passed	
Dated	<div style="text-align: center;"> / / </div> (Day Month Year)	
Signatories	Chairperson (name)	Principal (name)
	Chairperson (Signature)	Principal (Signature)

Application to Lease – 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. *For example: Smith St Uniting Church seeks to lease commercial retail space to operate and Op Shop*
3. **Background:** Provide any background on how the congregation/body reached the decision to seek approval to lease
4. **Other Implications:** Has the applicant considered the impact of the lease 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 managing agent and/or rates notice. Agent may also provide photographs and site plan. 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). If the lease does not relate to the whole property, describe in detail the portion in question.
2. **Property Improvements:** Summary data concerning each building on the property.
3. **Proposed Terms of Lease:** Includes price and term, start date, options for extension, selling agent, vendor name and solicitor contact details.
4. **Property Features** – The intent is to demonstrate the suitability of the property.

Section c: Approvals

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