



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

**Department for Finance and Property Services**

**Property Transaction Application**

## **APPLICATION FOR SALE OF PROPERTY**

This form relates to the proposed sale of property 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 sale 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@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 complete copy of the completed application form should be sent to your Presbytery Property Officer, and one complete copy to the Department. One complete copy should be retained for your records.

1. All sections of the application form relevant to the applicant must be completed. **Incomplete** application forms cannot be forwarded to the FIP Board for approval.
2. The attached application is in four sections as follows:
  - a. Section A: Purpose and Background
  - b. Section B: The Facts
  - c. Section C: Financial Information
  - d. Section D: Congregation & Presbytery Approvals
3. Applications for Sale must be approved by the Finance, Investment and Property Board. The FIP Board meets on the 4<sup>th</sup> Friday of each month. For consideration, completed forms must be received 10 days prior to the meeting date
4. **All** property contracts must be signed by an authorised representative of the Uniting Church in Australia Property Trust (Q). This is the legal entity of the Church in Queensland in terms of property ownership and related transactions
5. More detailed information on purchasing a property is available from our website at [www.faps.ucaweb.com.au](http://www.faps.ucaweb.com.au). For additional information see also 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. BACKGROUND
<i>Provide a brief narrative outlining what lead the applicant to seek approval to sell this property.</i>

3. THE MISSION
<i>How does the sale of this property fit with the mission plan of the Congregation?</i>

**Section B: The Facts**

1. LOCALITY AND DESCRIPTION OF REAL ESTATE		
Type of Property		
Street Address of Property		
		Postcode
Is the property currently tenanted? Provide details		
Known property encumbrances (i.e. easements or heritage)		

2. PROPERTY VALUATION	
<b>NB: Please attach copy of complete valuation report</b>	
Independent Valuation of Property	\$
Source of Independent Valuation	
Date of Independent Valuation	

3. PROPOSED TERMS OF SALE		
Minimum Sale Price		
Proposed Special Conditions of Contract by the applicant?		
Proposed Real Estate Agent		
	Phone:	E-mail:

4. TRANSFER OF BENEFICIAL USE	
Has it been determined if any other body within the Church is interested in obtaining beneficial use of the Property?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section C: Financial Information**

1. PURPOSE OF FUNDS			
How does the congregation intend to use the funds realised through the sale of this property? <i>Note: Net sale proceeds can only be used for a capital purpose.</i>			
When does the congregation anticipate utilising the funds?			
Are there existing Debts to be cleared from sale proceeds?	<table border="1"> <tr> <td style="text-align: center;">Yes <input type="checkbox"/></td> <td style="text-align: center;">No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If Yes, total amount of loans to be cleared	\$		
15% Contribution to Future Development Fund, if applicable	\$		

**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	/ /20	
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 Sell a Property – Explanatory Notes

*These notes provide assistance in completing the application form. Should further assistance be required, contact Property Resources on (07) 3377 9838.*

### Section A: Purpose and Background

1. **Applicant:** Applicant details
2. **Background:** Provide any background on how the congregation/body reached the decision to seek approval to lease.
3. **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:** This question identifies the specific property that is the subject of the application. Applicants should include a description of the type of property (eg manse, vacant land, community hall), together with legal descriptions and a range of supporting documentation. Legal descriptions of the property will be available from rates notice and/or Property Resources. 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.
2. **Property Valuation:** The Church's Property Regulations require that any property sold must be sold for an amount not less than a valuation conducted by an independent, registered valuer. Before seeking approval to sell, it is necessary to appoint a valuer to conduct such a valuation and include a copy of the complete valuation report to this application. The applicant may use a valuer of choice in the local area, or Property Strategies Division can supply details for valuers regularly used by the church.
3. **Proposed Terms of Sale:** This question seeks full details concerning the proposed terms of sale. Data required includes the target price, settlement date, selling agent, purchaser name and solicitor contact details. It is recognised that some of this data may not be available at the time approval to sell is sought. This section also provides opportunity to justify selling below valuation if that is the case. The applicant should recognise that there will need to be an exceptionally strong case made for the FIP Board to consider a below below-valuation sale.

### Section C: Planning & Financial Information

This section seeks information the financial status of the applicant, on how the sale is expected to impact upon that financial situation, and the plans for the use of funds realised through the sale of the property.

1. **Purpose of Funds:** Outline the use to which proceeds of sale will be put. Include details on the intended use, dates/time frames for proposed activity, debts or loans to be repaid from the proceeds and record the 15% contribution to the Synod's Future Development Fund. It should be noted that current regulations only allow for exemption in the case of a manse being sold to make way for a new manse.

### Section D: Congregation & Presbytery Approvals

Complete the declarations and attach copies of relevant minutes demonstrating the approval of the transaction by the applicant, and relevant Presbytery/Agency. Completion of the Presbytery approval section should be left to the Presbytery's duly authorised representative. Presbytery endorsement indicates that Presbytery is happy with the completeness of the application, and that all necessary information has been provided to Presbytery to enable it to support the application.