



APPLICATION TO LEASE A PROPERTY

This form relates to the proposed lease of a residential property from a third party by a congregation.

Staff members from Strategic Resources and Assurance, are available to provide assistance and consultation as the Congregation considers the sale of a property and can be contacted on (07) 3377 9777 or e-mail 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.

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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: 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 4th Friday of each month. For consideration, completed forms must be received 12 days prior to the 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

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 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>

2. 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>

3. 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	
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	
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?			
Number secure car spaces			
Outdoor entertaining area?			
Swimming pool?	Yes	If yes, type	Above Ground - Salt
Heating	Yes	If yes, type	
Cooling?	Yes	If yes, type	
Other Features			

Section C: Planning Information

Attach Previous year Profit and Loss statement.

Attach Current Budget

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 ___ / ___ /202__ the following resolutions were duly passed	
Dated	/ / 202__ (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 ___ / ___ /202__ the following resolutions were duly passed	
Dated	/ /202__	
Signatories (Presbytery Minister or Property Officer)	Name	Signature