APPLICATION TO LEASE A UCAPTQ PROPERTY

This form relates to the proposed lease of a property held by UCAPTQ and the Responsibility of a Congregation to a third party.

Members from Strategic Resources and Assurance Team are available to provide assistance and consultation as the Congregation considers the lease of a property and the Team can be contacted on 07 3377 9777 or [property@ucaqld.com.au](mailto:property@ucaqld.com.au)

The completed application form should be sent to your Presbytery. Once endorsed by the Presbytery it can then be sent to the Property Team on [property@ucaqld.com.au](mailto:property@ucaqld.com.au) with the documents for signature.

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:
   1. Section A: Purpose and Background
   2. Section B: The Facts of the Lease
   3. Section C: Planning and Financial Information
   4. Section D: Approvals Required
3. Applications for Lease of UCA Property to Third Party 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 meeting date
4. **All** Leases must be signed by the Uniting Church in Australia Property Trust (Q). This is the only 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 except the Property Officer.

**Section A: Purpose and Background**

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| --- | --- | --- | --- |
| 1. APPLICANT | | | |
| Responsible Body | | |  |
| Contact Person | | |  |
| Position | | |  |
| Phone (Business Hours) | | |  |
| E-mail Address | | |  |
| 2. THE PURPOSE | | | |
| *Briefly describe the purpose of this application*  *(i.e. why does the applicant want to lease, and for what purpose?)* | | | |
|  | Manse to be leased - Currently no ministerial agent | | |
|  | Manse to be leased – Minister has own accommodation | | |
|  | Manse to be leased – Congregation has multiple manses | | |
|  | Manse to be leased – Does not meet manse standard | | |
|  | Other property Type | | |

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| 3. BACKGROUND |
| *Provide a brief narrative outlining information regarding the leasing of this property.* |
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| 4. THE MISSION |
| *Please state the following:* |
| **Mission Statement** |
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| **Values** |
|  |
| **Priorities** |
|  |
| **Short Term Goals** |
|  |
| **How does this purchase align with Plenty?** |
|  |

**Section B: The Facts**

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| --- | --- | --- | --- | --- | --- |
| 1. DESCRIPTION OF PROPERTY | | | | | |
| Street Address of Property |  | | | | |
|  | | | | |
| Condition of Property | Condition Rating  1 Dis-repair – 5 Perfect Condition | | | Cost Implication, if any | |
| Roof | 1 2 3 4 5 | | | $ | |
| External Façade | 1 2 3 4 5 | | | $ | |
| Internal Walls | 1 2 3 4 5 | | | $ | |
| Flooring | 1 2 3 4 5 | | | $ | |
| Kitchen | 1 2 3 4 5 | | | $ | |
| Bathroom / s | 1 2 3 4 5 | | | $ | |
| 2. PROPERTY FEATURES | | | | |
| Are Smoke detectors fitted in Compliance with the current Legislation? If required | | Date of Compliance | | |
| Electrical Safety Switch fitted?  (please circle) | | Yes | No | |
| Are there any features such as a swimming pool that will need to be managed during the tenancy? | | Yes | No | |

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| 3. PROPOSED TERMS OF LEASE | |
| Rental Amount | $ |
| Supporting market evidence for proposed lease price |  |
| Identify other costs to be borne by the lessor (e.g. electricity, rates, water) |  |
| Proposed Special Conditions of lease by either the applicant or potential lessee (i.e. Access, maintenance, improvements)? |  |
| Proposed Start Date if known |  |
| Proposed Term of Lease |  |
| Proposed Optional Extension |  |
| 4. OTHER INFORMATION | |
| What arrangements have been made for the ongoing conduct of activities the site is presently used for? |  |

**Section C: Planning Information**

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| 1. PURPOSE OF FUNDS | |
| How does the congregation intend to use the funds realised through the lease of this property? |  |

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| **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 | / /  (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 / / the following resolutions were duly passed | |
|  |  | |
| Dated | / /20 | |
| Signatories (Presbytery Minister or Property Officer) | Name | Signature |