



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.

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

Once completed, application form should be sent to your Presbytery Property Office once endorsed by Presbytery then it can be sent to Property team on property@ucaqld.com.au

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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: Planning and Financial Information
 - d. 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

1. APPLICANT		
Responsible Body		
Contact Person		
Position		
Phone (Business Hours)		Fax
E-mail Address		

2. THE PURPOSE	
<i>Briefly describe the purpose of this application (i.e. why does the applicant want to lease, and for what purpose?)</i>	
	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

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

4. THE MISSION
<i>Please state the following:</i>
Mission Statement
Values
Priorities
Short Term Goals
How does this purchase align with Plenty?

Section B: The Facts**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

3. PROPOSED TERMS OF LEASE

Rental Amount	\$
Supporting market evidence for proposed lease price	
Identify other costs to be borne by the lessor (eg 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?	
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Section C: Planning Information

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

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 / / 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