

# APPLICATION FOR PURCHASE OF PROPERTY



This form relates to the proposed purchase of a property by a responsible body. The process to purchase a property is done in two parts, Firstly the body will apply for in principle approval to start the process of searching for a property. After in-principle-approval, once you have found a property and an EOI has been accepted then the contact and contract cover letter should be sent to [property@ucaqld.com.au](mailto:property@ucaqld.com.au) for execution of the contract.

Staff members from Strategic Resources and Assurance are available to provide assistance as the Congregation considers both the proposed purchase 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 9777 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.

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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 Proposal
    - c. Section C: Financial Information
    - d. Section D: Approvals Required
  3. Applications for Purchase 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. When making an offer on a property please utilise the EOI form provided by Strategic Resources and Assurance.

## Section A: Purpose and Background

1. APPLICANT			
Responsible 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 purchase, and for what purpose?)</i>

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>
<b>Mission Statement</b>
<b>Values</b>
<b>Priorities</b>
<b>Short Term Goals</b>
<b>How does this purchase align with Plenty?</b>

## Section B: The Proposal

1. Minimum requirements	
Type of Property	
Land Area (m <sup>2</sup> )	
Land Zoning	

Is vacant possession of the property required?	
Is the property currently tenanted? Provide details	
Heritage or Other encumbrances (eg easements)?	
<b>2. Property Budget</b>	
Please set a budget based on your minimum requirements.	
Source of Independent Valuation	
<b>3. PROPOSED TERMS OF PURCHASE</b>	
Purchase Price	
Conditions of Contract	
Proposed Settlement Date	
<b>4. CONSEQUENTIAL EXPENDITURE</b>	
If the property is purchased, will there be consequential expenditure for construction, renovation, refit, refurbishment or maintenance?	
What is the anticipated additional expenditure?	
How does the applicant proposed to fund and manage these activities?	

**Section C: Planning and Financial Information**

1. Proposed Sources of Finance for Purchase			
Source	Amount	Applied	Approved
Cash at Hand	\$	n/a	n/a
Mission Development Fund	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Government Subsidy	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grant (specify grant source)	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
UCIS Loan	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (please specify)			
Total	\$		
Is other property to be sold to fund this purchase? Identify			

2. OTHER IMPLICATIONS
<i>What impact will the purchase 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 purchase are factored in?</i>

3. STATISTICS	01/01/202_	01/01/202_	01/01/202_ Estimate
Average attendance at worship services			
Total number of regular attendees			
# children & youth			

4. PROGRAMS AND ACTIVITIES	
Program / Activity Name	Description of Program / Activity including number of people involved

**Section D: Approvals**

**1. CHURCH 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 (e), 4.6.1 and 4.6.3 held on the ____ / ____ / ____ /the following resolutions were duly passed
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Dated	____ / ____ / ____ (Day    Month    Year)
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Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

**2. PRESBYTERY**  
(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 4.6.1 and 4.6.3 held on the ____ / ____ / ____ the following resolutions were duly passed
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Dated	____ / ____ / ____ (Day    Month    Year)
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Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)