DOCUMENT SIGNING

REQUEST

Please complete this form to provide the basic background information for the document you require to be signed/executed by the Property Trust.

Once completed, this form should accompany the document/s you wish to have signed together with any other relevant documents.

For electronic signatures please email to the Property Team on [property@ucaqld.com.au](mailto:property@ucaqld.com.au) and for any original documents requiring wet signing please attach with the documents.

**Purpose and Background**

|  |  |  |
| --- | --- | --- |
| APPLICANT | | |
| Description of document to  be signed | |  |
| Address of property  pertaining to document | |  |
| Responsible body –  Organisation | |  |
| Contact Person | |  |
| Mobile Number | |  |
| E-mail Address | |  |
| THE PURPOSE (*Briefly describe the purpose of the documents required for signature)* | |
|  | |
|  | |
|  | |
| BACKGROUND (*If further information is required please complete below)* | |
|  | |
|  | |
| **Approval** | |
| CHURCH COUNCIL | |
| For all documents under the jurisdiction of a Presbytery or Congregation, the Minutes from the Presbytery or Church Council approving the action will be required before the documents are presented to the Trust for signature. | |