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 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. |