



## Frequently Asked Questions (FAQ)

### Does this need to be signed under seal?

A detailed list of what is required to be signed under seal is listed in the Document Execution Policy – available from the policy library.

### What makes a rental a lease and not a Non-Exclusive Use Licence Agreement (NEULA) and vice versa?

A NEULA is typically used for one-off hires or hires of a church premises that are not permanent. These hires can include birthday parties and other family functions, to dance classes, AA meetings, and other general business meetings. These hirers can run in conjunction with other hires, hence the nature of them being non-exclusive. If the premises is going to be solely used by one party (for example a business hiring an office from 9-5 in a business week) then this would be considered a lease.

### How do we lease our church property? (commercial and residential tenancy)

Congregations and presbyteries have two options when it comes to organising leases for premises for which they are the Responsible body under the Church Regulations. They can either be leased and managed by the congregation or presbytery themselves, or you can engage an agent to manage the property, provided same is ultimately approved by The Property Trust (Q.). All leases and appointment of agents can only be executed by The Property Trust (Q.). Please send leases for execution to the Property Division <property@ucaqld.com.au>

For advice on either of these options, please contact our records registrar on 07 3377 9777.

### Where does our MDF application go, and what template do we use?

If the application you are making to access Missions Development Fund is under \$50,000 your application can be approved by the Presbytery, and sent to the pres.accounts@ucaqld.com.au team to process. If the application is above \$50,000 it will need to be approved by the FIP Board.

### We would like to sell a property. What is the process and what approvals are required?

FIP Board approval is required for all property sales. In the Hub there is an application form which needs to be completed and a work flow on the approval steps.

Please contact our Property Operations Manager on 0460 318 663 or the Property Division <property@ucaqld.com.au> early in the process to discuss the requirements for your specific proposal and assistance we can offer.

#### Revisions

Version	Approval date	Approved by	Effective date	Next Scheduled Review
1.0	TBA	Document Owner	TBA	3 years from creation



## **We would like to buy a property. What is the process and what approvals are required?**

FIP Board approval is required for all property purchases.

Please contact the Synod office's property section on 07 3377 9860 or the Property Division <property@ucaqld.com.au> early in the process to discuss the requirements for your specific proposal and assistance we can offer.

## **We would like to construct a new building or review development options for our property. What is the process and what approvals are required?**

As development proposals vary in scale and scope please contact the Synod office's property section on 07 3377 9824 or the Property Division <property@ucaqld.com.au> early in the process to discuss your specific requirements and assistance we can offer.

## **Contact details:**

If you have any specific questions which haven't been addressed here, please call or email the Synod Property Support on 07 3377 9777 or email [property@ucaqld.com.au](mailto:property@ucaqld.com.au)

### **Revisions**

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