



# APPLICATION FOR SALE OF PROPERTY

This form relates to the proposed sale of property by a Responsible body.

Staff members from the Property Team, are available to provide assistance as the responsible body considers both the proposed sale and when this form is being completed.

Early consultation with The Property Team 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)

Once completed, application form should be sent to your Presbytery Property Officer endorsement at the next meeting and then forwarded on to [property@ucaqld.com.au](mailto:property@ucaqld.com.au) for submission to the FIPB. Remember you are not able to engage a real estate agent and the property is unable to be marketed until sale is approved by FIPB.

- 
1. All sections of the application form relevant to the applicant must be completed. **Incomplete** application forms cannot be forwarded to the FIP Board for approval.
  2. The attached application is in four sections as follows:
    - a. Section A: Purpose and Background
    - b. Section B: The Facts
    - c. Section C: Financial Information
    - d. Section D: Congregation & Presbytery Approvals
  3. Applications for Sale must be approved by the Finance, Investment and Property Board. The FIP Board meets on the 4<sup>th</sup> Friday of each month. For consideration, completed forms must be received 12 business days prior to the meeting date.
  4. **All** engagements and property contracts must be signed by an authorised representative of the Uniting Church in Australia Property Trust (Q). This is the legal entity of the Church in Queensland in terms of property ownership and related transactions

## Section A: Purpose and Background

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

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

3. THE MISSION
<i>How does the sale of this property fit with the missional plan of the Congregation?</i>

**Section B: The Facts**

1. LOCALITY AND DESCRIPTION OF REAL ESTATE		
Type of Property		
Street Address of Property		
		Postcode
Current use of the property? Provide details		
Known property encumbrances (i.e. easements or heritage)		

2. PROPERTY VALUATION		
There are two options for Valuation, you can obtain two appraisals from local Real Estate Agents, or if paying a licensed valuer for a valuation only one is required. Please attach copy of valuation report		
Independent Valuation of Property	\$	\$
Source of Independent Valuation		
Date of Independent Valuation		

3. PROPOSED TERMS OF SALE		
Minimum Sale Price		
Proposed Special Conditions of Contract by the applicant?		
Proposed Real Estate Agent		
	Phone:	E-mail:
Agent commission and Marketing fees		
Reason the agent has been chosen.		

4. TRANSFER OF RESPONSIBLE BODY		
Has it been determined if another body within the Church is interested in obtaining Responsibility over the Property?	Yes	No
What process was taken?		

<b>Section C: Financial Information</b>		
<b>1. PURPOSE OF FUNDS</b>		
How does the congregation intend to use the funds realised through the sale of this property? <i>Note: Net sale proceeds can only be used for a capital purpose.</i>		
When does the congregation anticipate utilising the funds?		
Are there existing Debts to be cleared from sale proceeds?	Yes	No
If Yes, total amount of loans to be cleared	\$	
15% Contribution to Future Development Fund.	\$	

<b>Section D: Approvals</b>		
<b>1. CHURCH COUNCIL</b>		
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		
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)
<b>2. PRESBYTERY</b>		
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		
Signatories (Presbytery Minister or Property Officer)	Name	Signature