



Sale Application Form

Please send a copy of this application form to:

- Presbytery Property Committee and
- Uniting Resources – Property Services

(1) **Applicant Details**

- a. Congregation / Board: _____
- b. Presbytery: _____
- c. Application Date: _____

(2) **Contact Details**

- a. Contact Name: _____
- b. Address: _____
- c. Phone No: _____ Fax No: _____
- d. Email Address: _____

(3) **Property Details**

- a. Property Address: _____
- b. Type of Building: _____
- c. Land Details: Lot _____ Section _____ DP _____
- d. Area: _____ Zoning: _____
- e. Heritage Listing: Yes No If yes, what kind? _____
- f. Valuation: Amount: \$ _____ Date: ____/____/____
- g. Name of Registered Valuer: _____
- h. Will a subdivision be required? Yes No
- i. Is the property affected by easement/restrictive covenant? Yes No
- j. Is vacant possession required on settlement? Yes No
- k. Is the property adjacent to another Uniting Church property? Yes No

(4) **Project Overview** (a brief description of the purpose of the project, including how this proposal complements your mission plan): _____

The proposed method of sale is (please circle one):

- i) auction
- ii) tender
- iii) expressions of interest
- iv) private treaty

Please complete the "Pre-Sale Checklist" found at Attachment 1, and return this form with the application for approval

(5) **Costs (ex GST)**

- a. Sale Price (as assessed by Registered Valuer): \$ _____
- b. Associated Sale Costs (legal fees, service fee, etc.) \$ _____
- c. Net (a-b): \$ _____
- d. Tithe (10% of c) \$ _____
- e. **Net Sale Proceeds (c-d)** \$ _____

(6) **Use of Sales Proceeds**

- a. How do you intend to use the sales proceeds:
 - Purchase another property
 - Build a new building Renovate / Upgrade a building
 - Repayment of loan Invest in a high-interest fixed term
 - Ministry Requirements (special approval is required)
 - No definite plans yet

(7) **Consultation of Other Church Bodies**

- | | <u>Yes</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|
| a. If the project relates to childcare, seek approval from UnitingCare Children Services to the proposal | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If the project relates to aged care, seek approval from UnitingCare Ageing to the proposal | <input type="checkbox"/> | <input type="checkbox"/> |
| c. If the project relates to education, seek approval from Board of Education to the proposal | <input type="checkbox"/> | <input type="checkbox"/> |

(8) **Certified Copy of Resolutions**

We hereby certify that at a meeting of the Church Council / Presbytery / Board / School Council duly convened in accordance with Assembly Regulations 4.4.3 and 4.4.4, held on the _____ day of _____ 20____, the following resolutions were passed:

(a) Proposal to Sell: _____

(b) Use of Sales Proceeds: _____

Office Bearer of Church Council /
Chairperson / CEO / Director

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Please attach the following to this application form

1. Registered Valuation
2. Completed Pre-Sale Checklist



Attachment 1



Pre-Sale Checklist

	Yes	No
➤ Are there any other Uniting Church groups who may want to use the property? It is policy that they receive first opportunity to purchase. To find out who is looking for property within the church, please refer to the Property Marketplace on the Property Services website.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Is the property heritage listed or have heritage significance? Refer to the Property Services website for more detail.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Are there any leases or informal arrangements in relation to the property which need to be terminated or notified to purchasers?	<input type="checkbox"/>	<input type="checkbox"/>
➤ Are there any <u>known</u> hazards associated with the property (including ground contamination, asbestos, etc.). Refer to the Property Services website for more detail.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Are there any memorials, niche walls, columbarium or graves on the property?	<input type="checkbox"/>	<input type="checkbox"/>
➤ Are there any fixtures or fittings (such as memorial plaques, stained glass windows, etc.) that you will want to remove from the building prior to sale? These should be identified before marketing commences and included in the contract.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Will there be any community disappointment that the property will be sold? If yes, it is wise to prepare a case for the sale that addresses the likely concerns of the community. Refer to the Property Services website for more detail.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Is the property subject to any capital grants from government? If so, these agreements may require repayment of the funds from sale.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Is the property under a Trust arrangement or was it bequeathed to the Uniting Church? If so, this may limit the use that sales proceeds can be put to or mean the property cannot be sold.	<input type="checkbox"/>	<input type="checkbox"/>