



Purchase 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. Dimensions: Frontage _____ Rear _____ Side A _____ Side B _____
- e. Area: _____ Zoning: _____
- f. Heritage Listing: Yes No If yes, what kind? _____
- g. Is the property affected by easement/restrictive covenant? Yes No
- h. 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): _____

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

- a. Purchase Price (as assessed by Registered Valuer): \$ _____
- b. Associated Purchase Costs (legal fees, service fee, etc.): \$ _____
- c. Total (a + b): \$ _____

(6) **Source of Funds**

- a. Cash in Hand \$ _____
- b. Sales Proceeds \$ _____
- c. Uniting Financial Services Loan \$ _____
- d. Self Help Loan \$ _____
- e. Other Loan (Please specify) \$ _____
- f. Bequest \$ _____
- g. Other \$ _____
- h. **Total Funding:** \$ _____
- i. Please attach a 3 year forward cash flow statement
- j. Will bridging finance be needed? Yes No
- k. If yes, state amount and period required?

- l. Do you have any other loans? Yes No
- m. If yes, what is the amount outstanding? _____

(7) **Building Considerations**

- | | Yes | N/A | No |
|---|--------------------------|--------------------------|--------------------------|
| a. If you are purchasing a manse, does it comply with the Synod guidelines? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Can the property be used now for the purpose for which it is being purchased? If no, will you need to lodge a Development Application for: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Rezoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Building Works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- c. The following reports must be obtained:
- Building Inspection (please attach)
 - Pest Inspection (please attach)

(8)	<u>Consultation of Other Church Bodies</u>	<u>Yes</u>	<u>N/A</u>
a.	Check the market place on the Property Services Website to see if a part of the church is looking to sell a property similar to that which you are seeking	<input type="checkbox"/>	<input type="checkbox"/>
b.	If the project relates to childcare, seek approval from UnitingCare Children Services to the proposal	<input type="checkbox"/>	<input type="checkbox"/>
c.	If the project relates to aged care, seek approval from UnitingCare Ageing to the proposal	<input type="checkbox"/>	<input type="checkbox"/>
d.	If the project relates to education, seek approval from Board of Education to the proposal	<input type="checkbox"/>	<input type="checkbox"/>

(9) **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 Purchase: _____

(b) Method of Funding: _____

 Office Bearer of Church Council /
 Chairperson / CEO / Director

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Please attach the following to this application form

1. Three year Cash Flow
2. Building Inspection Report
3. Pest Inspection Report