

Property Services Unit

3

APPLICATION TO SELL

Fill in this form to commence the process to sell real estate (property).

Please remember that all property is held in the name of the Uniting Church in Australia Property Trust (W.A.). Property dealings are to be undertaken in accordance with Section 4 of the UCA regulations and Part 4 of the By-laws of the UCA Synod of Western Australia.

This form is to be:

- Completed after completion of your Mission and Strategy Plan.
- Completed by congregations and agencies seeking approval to sell property.
- Forwarded to Property Services Unit.

SECTION A: APPLICANT AND PROJECT DETAILS

1. BENEFICIAL USER

Congregation*			
Synod Reference No. **			
Contact Person Rev / Dr / Mr / Mrs / Ms / Miss			
Position			
Email			
Phone	BH		Mobile
Address (Postal)			
* Organisation name if not a Congregation			
** Synod Reference Number – this is the Synod allocated property number			

2. PROPERTY LOCATION AND DESCRIPTION

Name of property (if applicable)	
Type of Property to be sold	
Description of property, including assessment of overall condition	
Address (Street)	



3. PROPERTY DETAILS			
Dimensions of land to be sold	Frontage	Depth	Area
Zoning			
Does the area to be sold consist of the whole or part of the land described above?			
Will subdivision or consolidation be required? (Please indicate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Uncertain
Has such a plan been prepared? (Please indicate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Uncertain
Have the property boundaries been verified? (Please indicate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Uncertain
Is the property registered / classified / identified as a heritage property? If yes, please provide details			

4. PROPERTY VALUATION	
Market valuation estimate	\$
Does this include GST?	
Who provided the market valuation	
Valuation Date	
Recommended or Acceptable Sale Price	\$
Does this include GST?	
Market valuation: Please attach written confirmation of estimated sale price together with commission schedule and suggested selling date.	

5. METHOD OF SALE	
What is the intended method of sale? (please indicate)	<input type="checkbox"/> Auction <input type="checkbox"/> Private Sale <input type="checkbox"/> Other:
Conditions of sale	

7. REASONS FOR SALE
Please advise briefly the reason for seeking to dispose of this property.



6. NAME OF REAL ESTATE AGENCY TO BE ENGAGED			
Name of Agent			
Address (Postal)			
Phone	BH		Fax
Contact Person Mr / Mrs / Ms / Miss			
Email			
Agency commission	%	Advertising budget	\$

8. OTHER RELEVANT INFORMATION	
If a whole site is being sold, have arrangements been made for the present congregation/program?	
Does anyone else regularly access the property? (eg kindergarten, rented office space) Have arrangements have been made for these groups or individuals?	
Are there any niche walls, a columbarium or graves anywhere on the property to be sold? If so, what action has been taken regarding these?	
Are you aware of any other possible encumbrances to disposing of the property? If so, give details.	
Are there any special or unusual conditions (whether required by purchaser or vendor) to be inserted in the sale contract? If so, give details.	



<p>Are there any memorial plaques, stained glass windows, pipe organ or other fixtures to be removed prior to sale? If so, give details.</p>	
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9. HERITAGE

<p>Is the building heritage listed?</p>	<input type="checkbox"/> Local <input type="checkbox"/> Interior	<input type="checkbox"/> State <input type="checkbox"/> Exterior	<input type="checkbox"/> National
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<p>Please give details</p>	
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<p>Please indicate if any of the following are present and are significant and/or historic.</p>	<input type="checkbox"/> Stained Glass <input type="checkbox"/> Furnishings (eg Communion table) <input type="checkbox"/> Other:	<input type="checkbox"/> Pipe Organ	<input type="checkbox"/> Pews
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<p>Please give details</p>	
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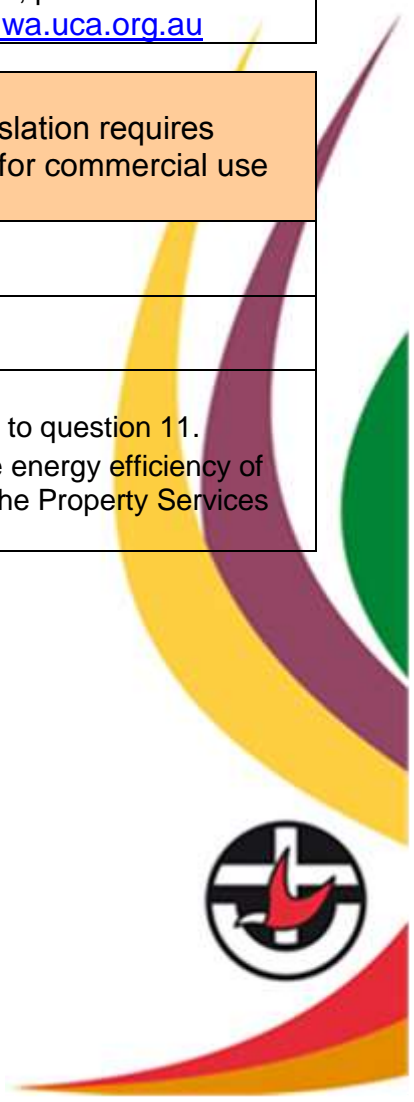
Archiving: If a congregation has closed and the church property is being sold, it is important that all records of the congregation are sent to the UCA Archives. To arrange this, please contact the archivist, the Sheena Hesse, on 08 9260 9865 or via email on archiveswa@wa.uca.org.au

10. CLIMATE EFFICIENCY INFORMATION
As a part of the government’s drive to tackle climate issues, legislation requires entities to provide information to purchasers if the premises are for commercial use and exceed 2000 square metres.

<p>Is the site to be used for commercial purposes?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<p>Does the building exceed 2000 sqm?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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NOTE:
If the answer is **NO** to either or both of the above questions, please proceed to question 11.
If the answer to both questions is **YES**, a disclosure statement regarding the energy efficiency of the building is required **BEFORE** the property can be sold. Please contact the Property Services Unit on 08 9260 9800 to obtain further information about this process.



11. PROPERTY UNDER OVERSIGHT OF APPLICANT

Please list all property under the oversight of the applicant. (eg manses, churches, vacant land, shops etc)

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SECTION B: INSTRUCTIONS FOR PREPARATION OF SELLERS DISCLOSURE STATEMENT

Street Address of property being sold	
Nearest intersecting street	

Certificate/s of Title	Volume		Folio	
	Volume		Folio	

Real Estate Agency				
Address				
Phone	BH		Fax	
Contact Person Mr / Mrs / Ms / Miss				
Email				
Method of sale (Please indicate)	<input type="checkbox"/> Auction		<input type="checkbox"/> Private Sale	

NOTICES

Have you received any Notices in respect of the property? i.e. from neighbours, Council or Water Authority (other than rates), Planning Authority, Road Construction Authority etc? (Please indicate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notices: Please provide a copy of any such notice.		

ARE THE FOLLOWING SERVICES CONNECTED?

	Available	Connected	Not Connected	Relevant Authority
Electricity				
Gas				
Water				
Sewerage				
Telephone				

CONSTRUCTION OF BUILDING

Please advise construction type (please indicate)	<input type="checkbox"/> Sandstone	<input type="checkbox"/> Brick	<input type="checkbox"/> Brick Veneer
	<input type="checkbox"/> Weather Board		<input type="checkbox"/> Other
If other, please specify			



BUILDING APPROVALS			
Please provide details of any building approvals obtained in the preceding ten years.			
Has any building work been carried out over the last 10 years?			
Construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Renovations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Extensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What permits have been obtained for the work? (Please provide copies of all permits / certificates)			
Building approval obtained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Occupancy permit obtained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Certificate of final inspection obtained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Did value of works exceed \$5,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Who carried out the work?			
Vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Registered Builder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is work covered by? (Please provide copies of all such documents)			
Guarantee from Housing Guarantee Fund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Defects Insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is there work to be done before sale/settlement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Provide details:			
Is there a swimming pool or external spa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, is it fenced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
When was it constructed?			
Items to be sold with the premises. For example: organ, pews, stained glass windows Please list below or attach separate document to this application.			
And/or does anyone have a claim or right to remove any structures or fixtures from the property?			
If Yes, give details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please list items to be removed prior to sale and proposed new location. (Either below or attach separate sheet)			
Are there any unusual features?			
Details:			



DESCRIPTION AND AGE OF PROPERTY (please specify)				
Residence	Vacant land	Church	Hall	Other

HERITAGE OR HISTORICAL BUILDINGS REGISTER OR NATIONAL TRUST CERTIFICATION	
Is the property affected by Heritage council (WA) Listing:	
Historical Buildings Act	<input type="checkbox"/> Yes <input type="checkbox"/> No
National Trust Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No
A Local Council Heritage Inventory	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
What is the age of property? (approximate)	
What is the current use of the property?	

IS THE PROPERTY TENANTED?	
Name of the tenant	
Period of tenancy agreement	
Rental	\$
Paid up to (specify date)	
Bond	\$
Bond held by (Attach copy of the agreement)	
Details of insurance	

RATES AND OUTGOINGS			
Current Council Rates	\$	Relevant Authority	
Current Water Rates	\$	Relevant Authority	
Is the property fenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, please advise type of fencing			
Have smoke detectors been fitted in accordance with building regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, please advise why			



SECTION D: APPROVALS

CONGREGATION / AGENCY BOARD APPROVAL

Name of Congregation/Organisation:	
Certified Copy of Resolution: We hereby certify that at a meeting ofduly convened in accordance with Assembly Regulations 4.4.3 and 4.4.4 held on theday of 20....., the attached resolutions were duly passed.(Attach copy of resolutions).	
The voting was: FOR AGAINST ABSTAINING PRESENT	
Please attach a copy of the relevant minute	
Signed:	Signed:
Date:	Date:
Name:	Name:
Position:	Position:

SYNOD / PRESBYTERY OFFICE USE ONLY

Application Reference Number	#
Does this have the approval of the Presbytery Mission Planner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Presbytery Property Committee and Resources Commission Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No



APPENDIX: FURTHER INFORMATION

SHARING

As per the 1995 Synod decision (minute 11/95) funds resulting from the sale of Church Property are initially shared with the wider church. Currently this sits at 9% to the Synod Foundation and 1% to the UAICC Property Development Fund.

The remaining proceeds known as Embargoed Funds are held, in the name of the congregation, awaiting an application for use from the congregation. For further information relating to Embargoed Funds please refer to: [Embargoed Funds Guidelines](#)

CONTRACTS

Once an application has been approved, ALL contracts must be signed by the Property Officer of the 'Uniting Church in Australia Property Trust (W.A.)'. This is the legal entity of the church and only Trust members have the authority to sign legally binding documents on behalf of the church.

Please ensure that any contracts are completed with the owner shown as the Uniting Church in Australia Property Trust (W.A.), and are sent to the Property Services Unit at GPO Box M952, Perth WA 6843 for signing by the Property Officer.

PRACTICAL MATTERS

1. Congregation submits the application to Property Services Unit.
2. Property Manager will access advice from the Mission Planner that the proposal is closely aligned to the Congregation's mission plan before it is forwarded to the Presbytery Property Committee for review.
3. The Presbytery Property Committee will make its recommendation to the Resources Commission to approve the sale subject to satisfying the Commission that the sale will enhance the mission of the Congregation.
4. Offers and authorisations to sell property for which Congregations are responsible may be made only by and with the explicit written approval of the Property Officer.
5. Contracts must be signed by the Property Officer, the person delegated by the Uniting Church in Australia Property Trust (W.A.) [Reg. 4.6.3].
6. Separate application must be made to the Presbytery Property Committee for recommendation to the Resources Commission for approval to draw funds from property sale proceeds.
7. For further advice on completing the form please contact the Property Manager, Property Services Unit on 9260 9800 or 1300 736 962.

When submitting this form, please ensure that the following information is attached:

1. Copy of Market Valuation – Refer Section A, Question 4 for further details.
2. Copies of the documentation requested in Section D: Instructions for preparation of Section 32 Vendors Statement.



PROPERTY SALE CHECK LIST

1. Request from Church Council (Reg 4.6.3, 4.6.1, By Laws 4.1.4, 4.1.5)
 - 1.1 Congregational meeting necessary where major property changes (By- Law 4.1.5)
2. Valuation details of Sale proposal.
3. List existing Properties.
4. Proposed utilisation of sale proceeds.
5. Approval application, including Congregation and Presbytery resolutions, to be forwarded to Presbytery Property Committee for recommendation to the Resources Commission for final decision (Reg. 4.2.1).
6. Offers and authorisations to sell property for which Congregations have beneficial use may be made only by and with the explicit written approval of the Property Officer for the time being of the Synod [s.12(a)(b) UCA Act].
7. All sales of property for which Congregations are responsible, other than those arising from response to unsolicited offers, are to be handled through licensed real estate agents.
8. Documentation and settlements will be handled by Synod Staff.
9. Contracts must be forwarded to the Property Officer of the Uniting Church in Australia Property Trust (W.A.) at GPO Box M952, Perth WA 6843 (Reg. 4.7.1-4, By-Law 4.1.11) for signing.
10. From the net proceeds of property sales 9% must be contributed to the Synod Property Services Fund and 1% to the UAICC Property Development Fund. The balance of sale proceeds will be held in an embargoed account in the name of the relevant congregation or Synod Foundation.
11. Release of embargoed funds. Separate application must be made to the Presbytery Property Committee for review and recommendation to the Resources Commission for approval to draw from property sale proceeds.
12. Queries on form completion or procedures should be directed to the Property Manager, Property Services Unit on 9260 9800 or 1300 736 692.

