



## PROPERTY SERVICES UNIT - APPLICATION TO LEASE

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This Form is to be completed to seek approval to:

- i) Lease a property owned by the Uniting Church Property Trust (W.A). to a tenant
- ii) Lease a property owned by a non-UCA entity for congregational purposes.

It is important to remember that all Property is held in the name of the Uniting Church Property Trust (W.A). All Property transactions are to be undertaken in accordance with Section 4 of the UCA Regulations. Only the Property Officer has authority to sign any documents relating to Property Transactions.

Please forward this form to the Property Services Unit when complete via email [property@wa.uca.org.au](mailto:property@wa.uca.org.au).

|  |   |  |       |  |
|--|---|--|-------|--|
| SUMMARY AND CONTACT  | 1. Congregation Name responsible for making the application   |  |       |  |
|  |   |  |       |  |
|  | 2. Type of Property to be leased:   |  |       |  |
|  | <input type="checkbox"/> Uniting Church Property Trust (W.A) <u>(you may leave Q6 &amp; Q8 blank)</u>           |  |       |  |
|  | <input type="checkbox"/> Non UCAWA Property   |  |       |  |
|  | 3. Location of Property   |  |       |  |
|  |   |  |       |  |
|  | 4. Reason for Leasing   |  |       |  |
|  | Please advise briefly the reason for seeking to lease property including how it fits in with your Mission Plan. |  |       |  |
|  |   |  |       |  |
| 5. Confirmation of pre-requisites:   |   |  |       |  |
| Congregation please confirm:   |   |  |       |  |
| <input type="checkbox"/> <a href="#">Mission Plan</a> approved   |   |  |       |  |
| <input type="checkbox"/> <a href="#">Health and Vitality Toolkit</a> submitted to Presbytery                                     |   |  |       |  |
| <input type="checkbox"/> Most recent Annual Report of the congregational submitted or attached here                              |   |  |       |  |
| <input type="checkbox"/> Most recent annual Financial statement submitted (previous income, expenses, assets, and future budget) |   |  |       |  |
| <input type="checkbox"/> Key congregation leaders have done Safe Church training within last 3 years (or enrolled)               |   |  |       |  |
| <input type="checkbox"/> This application has been endorsed by the Church Council  |   |  |       |  |
| 6. Primary Contact person for the application:   |   |  |       |  |
| Name   |   |  | Role  |  |
| Contact no   |   |  | Email |  |
| Secondary Contact Person:  |   |  |       |  |
| Name   |   |  | Role  |  |
| Contact no   |   |  | Email |  |



7. Proposed Lease Cost for the Property:

*If you are wanting to lease a non-UCAWA property, please provide your expected range and the maximum amount affordable.*

8. Current Financial Position

*Please attach in the submission email your most recent congregational financial report, including budget and financial reserves available to the congregation.*

9. Available funds for the lease:

*Please provide information on the source of funding for this property lease.*

10. Risk management (for the property related work)

*What are the major risks you have considered, and what are your mitigation strategies?  
Risks are things that could significantly impact your congregation (both good and bad). Major risks have a high likelihood of occurring or a high consequence if they do.*

11. Other resources and support (for both the property related work and ongoing mission program)

*What other resources will you need to carry out the lease? (eg agent, congregational members, external volunteers, paid staff). Please also include the ongoing resources you need to achieve the missional outcome.  
Also think about how ongoing property costs will be funded (if relevant).*

Name:

Submission Date:

Position: