



PROPERTY SERVICES UNIT – SALE or RELINQUISHMENT OF PROPERTY

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This Form is to be completed once the congregation has decided they have no further need for a property and no longer wish to be the responsible body for that property.

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.

SUMMARY & CONTACT	1. Congregation Name responsible for making the application		
	2. Location of the property and type of Property		
	3. Reason for Relinquishment of Property		
	4. Alternative Arrangements <i>If a whole site is being relinquished, have arrangements been made for all parties currently using the building? Please list who has access to the building.</i>		
5. Condition of the Property <i>Please give a brief description of the overall condition of the property and any list any outstanding maintenance items.</i>			
6. Primary Contact person for the application:			
Name		Role	
Contact no		Email	
Secondary Contact Person:			
Name		Role	
Contact no		Email	



DETAILS

7. Significance of Property:

*Are you aware of any Cultural, Heritage or Sentimental significance that needs to be considered?
Please describe*

8. Has the building been emptied of all chattels?

*Often church properties contain many memorial plaques, donated pews & pedestals, pipe organs or pianos. Every effort should be made to clear the property of all items. Please list any items that remain and give a reason why they haven't been removed
(An annexure can be attached for longer lists).*

9. Are Utility Services still connected?

Electricity – Provide meter & account number _____

Gas - Provide meter & account number _____

Water- Provide meter & account number _____

Internet – name provider _____

19. Supporting information

*If you have any supporting information regarding the property, please include them as attachments in the submission. (e.g. building plans, etc)
(add the attachments to the submission email)*

Name:

Submission Date:

Position: