

## PROPERTY SERVICES UNIT - APPLICATION TO PURCHASE

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*This Form is to be completed to commence the process of purchasing a 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.*

*If this form is accompanying an application for a grant from the Missional Property Fund, you may skip Questions 2 to 5 and attach this Form to your grant application.*

*To avoid repeating details, you may refer to attachments in your answers.*

*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. Proposed Location of Property		
	3. Reason for Purchase		
	<i>Please advise briefly the reason for seeking to purchase property including how it fits in with your Mission Plan.</i>		
	4. 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		
	Has the proposal been discussed with the following bodies (if not we will arrange): <input type="checkbox"/> Presbytery Property Committee <input type="checkbox"/> Synod Property Board or Synod Property Services		
5. Primary Contact person for the application:			
Name		Role	
Contact no		Email	
Secondary Contact person:			
Name		Role	
Contact no		Email	

#### 6. Proposed Purchase Cost of Property:

*Please provide your expected range and the maximum amount affordable.*

#### 7. Current Financial Position

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

#### 8. Available funds for the project:

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

#### 9. 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.*

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

*What other resources will you need to carry out the purchase? (e.g. buyer's 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:

Church Council Position:

Church Council Resolution Date (please attach)