



Uniting Church in Australia
Synod of NSW and the ACT

ANNEXURE 3— PURCHASE APPLICATION FORM





Purchase Application Form

Please send a copy of this application form to:

- Presbytery Property Committee and
- Uniting Resources – Property Services - C/- PO Box A 2178, Sydney South. 1235

(1) **Applicant Details**

- a. Congregation / Entity: _____
- 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: Church Hall Minister's Residence
 Other _____
- 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 / strategic plan); _____

(5) **Costs (excluding GST)**

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

(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. Will bridging finance be needed? Yes No
- j. If yes, state amount and period required?
- k. _____

(7) **Building Considerations**

Yes N/A No

- a. Do you intend to perform any building works on the site?
- b. If the project involves of purchasing a minister's residence, does it comply with the Synod guidelines?
- c. If your project relates to child care, have you received approval from UnitingCare Children Services?
- d. The following reports must be obtained & attached to this application:
- Building Inspection
 - Pest Inspection
 - Valuation

(8) **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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