



Uniting Church in Australia  
Synod of NSW and the ACT

# ANNEXURE 4— SALES APPLICATION FORM





# THE UNITING CHURCH IN AUSTRALIA SYNOD OF NSW AND THE ACT



## Sale Application Form

Please send a copy of this application form to:

- Presbytery Property Committee and
- Uniting Resources – Property Services – C/- PO Box A2178, 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. Area: \_\_\_\_\_ Zoning: \_\_\_\_\_
- e. Heritage Listing:  Yes  No If yes, what kind? \_\_\_\_\_
- f. Valuation: Amount: \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- g. Name of Registered Valuer: \_\_\_\_\_
- h. Will a subdivision be required?  Yes  No
- i. Is the property affected by an easement/restrictive covenant?  Yes  No
- j. Is vacant possession required on settlement?  Yes  No
- k. Is the property adjacent to another Uniting Church property?  Yes  No





# Attachment 1

## Pre-Sale Checklist

- Determine if your property is under a Trust arrangement or if it was bequeathed to the Uniting Church. If so, this may limit the use that sales proceeds can be put to or mean the property cannot be sold.
- Determine if your property is heritage listed or has heritage significance.
- Check the following details and notify your solicitor if relevant:
  - If there are any leases or informal arrangements affecting the property which would need to be terminated or notified to purchasers;
  - If there are any known hazards associated with the property (eg ground contamination, asbestos);
  - If there are any memorials, niche walls, columbaria or graves on the property;
  - If there are any fixtures and/or fittings (eg stained glass windows, memorial plaques) which will be removed prior to sale.
- Determine if the property is subject to any capital grants from government? If so, these agreements may require repayment of the funds from sale.

***If you need assistance with any of these steps, check the Property Services Website at [www.unitingresources.org.au/ps](http://www.unitingresources.org.au/ps)***