



Uniting Church in Australia
Synod of NSW and the ACT

ANNEXURE 9— LEASE/LICENCE APPLICATION FORM





Lease / Licence Application Form

Please send a copy of this application form to:

- Presbytery Property Committee and
- Uniting Resources – Property Services

(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) **Lease Details**

- a. Will you (the applicant) be: Lessor (Landlord) Lessee (Tenant)
- b. Is this lease application for a: New Lease Renewal
- c. Will this lease be for: Retail Commercial Residential
- d. Property Address: _____
- e. Type of Building: _____
- f. The term of the lease is for _____ Option Period: _____
- g. The total rent per annum (ex GST) is: \$_____ pa
- h. Total Outgoings (ex GST): \$_____pa (**Commercial/Retail Only**)
- i. For Lessee Only

The annual lease commitment is less than 20% of annual income Yes No

Please attach a 3 year forward cash flow statement

(4) **Project Overview** (a brief description of the purpose of the project, including how this proposal complements your mission / strategic plan): _____

(5) **Consultation with Other Church Bodies** Yes N/A No

If the project relates to childcare, have you received approval from UnitingCare Children's Services?

(6) **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 Lease: _____

Office Bearer of Church Council / Chairperson / CEO / Director

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Please attach the following to this application form

1. Three year Cash Flow (lessee only)