



Property Services Unit

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APPLICATION TO LEASE

Please remember that all property is held in the name of the Uniting Church in Australia Property Trust (W.A.). Property dealings are to be undertaken in accordance with Section 4 of the UCA regulations and Part 4 of the By-laws of the UCA Synod of Western Australia.

This form is to be:

- Completed by congregations, presbyteries and agencies seeking approval to lease property either owned by The Uniting Church in Australia Property Trust to a tenant, or to lease a property owned by a non-UCA entity.
- Forwarded to Property Services Unit by the Congregation or Agency as applicable.

SECTION A: APPLICANT AND PROJECT DETAILS

1. BENEFICIAL USER

Congregation*			
Contact Person Rev / Dr / Mr / Mrs / Ms / Miss			
Position			
Email			
Phone	BH		Mobile
Address (Postal)			
* Organisation name if not a Congregation			

2. LOCATION AND DESCRIPTION OF PROPERTY TO BE LEASED

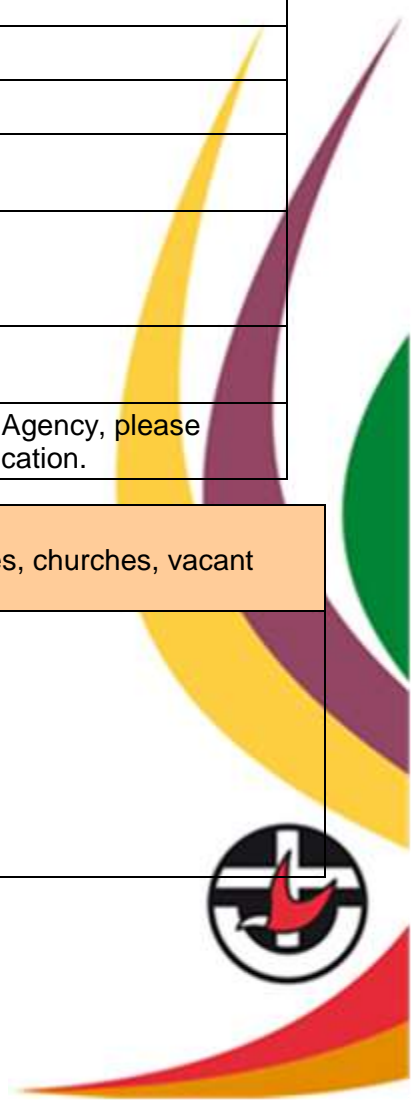
Name of property (if applicable)			
Title Particulars	Volume	Folio	
Type of property	Manse		
Description of property, including assessment of overall condition			
Address (Street)			



3. REASON FOR LEASE Please advise briefly the reason for seeking to lease this property, is this part of your Strategy and Mission plan	
Does this have the approval of the Presbytery Mission Planner?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. PROPOSED TERMS OF LEASE	
Will the applicant be: (please indicate)	<input type="checkbox"/> Lessor (Grant Lease) <input type="checkbox"/> Lessee (Take Lease)
Is this lease application for a: (please indicate)	<input type="checkbox"/> New Lease <input type="checkbox"/> Renewal
Will the lease be for: (please indicate)	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial
Proposed Rental Amount	\$ _____ per week / month (please circle)
Market Rental Value	\$ _____
Who provided the Market Rental Value	
Valuation Date	
Term of Lease	
Options	
Special Conditions on Lease	
If the proposed rental is less than recommended market rates, please advise reason.	
Name of proposed tenant(s), if known	
NOTE: Where there is an agreement for the property to be used by a UCA Agency, please submit a copy of the Memorandum of Understanding together with this application.	

5. PROPERTY UNDER OVERSIGHT OF APPLICANT Please list all property under the oversight of the applicant. (eg manses, churches, vacant land, shops etc)



SECTION B: FINANCIAL DETAILS

6. ESTIMATED RENTAL INCOME & EXPENDITURE

	Grant Lease	Take Lease
Gross Rental Income/ Expenditure per annum	\$ per week/month	\$ per week/month
<ul style="list-style-type: none"> • Does this include GST? 		
Less rental costs:		
<ul style="list-style-type: none"> • Insurance 	\$	\$
<ul style="list-style-type: none"> • Rates (Local councils may charge rates when property becomes income-producing) 	\$	\$
<ul style="list-style-type: none"> • Land Tax 	\$	Not Required
<ul style="list-style-type: none"> • Annual maintenance provision 	\$	Not Required
<ul style="list-style-type: none"> • Maintenance reserve 	\$	Not Required
<ul style="list-style-type: none"> • Other costs e.g. Utilities 	\$	\$
<ul style="list-style-type: none"> • Agent's costs 	\$	\$
Net Rental Income / Expenditure	\$	\$

7. LEASE FUNDING DETAILS - FOR PROPERTIES LEASED BY UCA

How will lease outgoings be financed?	
Provide details.	
<p>NOTE: Please refer to the APPENDIX for further information regarding:</p> <ul style="list-style-type: none"> • Land Tax and leasing church property • GST implications for leasing property 	



**SECTION C: PROPERTY INFORMATION
FOR LEASE OF PROPERTY OWNED BY THE UNITING CHURCH IN AUSTRALIA
PROPERTY TRUST**

8. NAME OF REAL ESTATE AGENCY TO BE ENGAGED

(If not applicable, go to next section)

Name of Agent	N/A		
Address (Postal)			
Phone (BH)		Fax	
Contact Person Mr / Mrs / Ms / Miss			
Email			
Agency commission	%	Advertising budget	\$

**9. PROPERTY MANAGEMENT BY A CHURCH COUNCIL OR UNITINGCARE
AGENCY REPRESENTATIVE**

(Only to be completed if *no Real Estate Agent is engaged*)

Contact details of person responsible for collecting rent, dealing with maintenance and other queries from the tenant.

Name Rev / Dr / Mr / Mrs / Ms / Miss			
Position			
Address			
Phone (BH)		Mob	
Email			
Please advise why an agent is not being engaged for management of this property.			



CONGREGATION / AGENCY BOARD APPROVAL	
Name of Congregation/Organisation:	
Certified Copy of Resolution: We hereby certify that at a meeting ofduly convened in accordance with Assembly Regulations 4.4.3 and 4.4.4 held on theday of 20...., the attached resolutions were duly passed.(Attach copy of resolutions).	
The voting was: FOR AGAINST ABSTAINING PRESENT	
Please attach a copy of the relevant minute	
Signed:	Signed:
Date:	Date:
Name:	Name:
Position:	Position:

SYNOD / PRESBYTERY OFFICE USE ONLY		
Application Reference Number	#	
Presbytery Mission Planner Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No



APPENDIX: FURTHER INFORMATION

CONTRACTS

Once an application has been approved, ALL lease documentation must be signed by a member of 'The Uniting Church in Australia Property Trust (W.A.)'. This is the legal entity of the church and only Trust members have the authority to sign legally binding documents on behalf of the church.

Please ensure that any contracts are completed with the owner (or the tenant) shown as the appropriate Property Trust, as noted above, and are sent for signing to the Property Officer, GPO Box M952, Perth WA 6843.

PRACTICAL MATTERS

1. The completed 'Application to Lease' is to be sent to the Property Services Unit.
2. The application will be assessed by the Property Services Unit to ensure it is correctly completed before referring it to the Presbytery Property Committee
3. The Presbytery Property Committee will review the application and make its recommendation to the Resources Commission for approval.

ENQUIRIES

Enquiries relating to leasing or completing this form should be directed to the following:

Property Services Unit: Ian Healey, Sandra Ackoy or Suren Nair
Phone: 08 9260 9800 or 1300 736 692
Email: ian.healey@wa.uca.org.au
sandra.ackoy@wa.uca.org.au or
suren.nair@wa.uca.org.au

ADDITIONAL INFORMATION

Leases for Residential properties cannot be for a term longer than two (2) years without prior agreement of the Presbytery Property Committee and the Resources Commission.

Commercial lease terms are to be determined by the Property Services Unit in consultation with the congregation.

For additional information regarding the **GST implications** for leasing property, you can either contact the Property Services Unit at Synod or access the website at unitingchurchwa.org.au/property-services/

Please note that the State Revenue Office charges **Land Tax** on all land except where that land is exempt. Church and charitable organisations are exempt from land tax. However, where a manse is leased to a tenant, the exemption granted no longer applies as the property is not being used by a charitable institution exclusively for charitable purposes. Therefore, please note that the congregation will need to set aside a portion of the rental income to contribute to the land tax that the church will be charged.

Please note that for commercial properties only a single entity cost can be passed on to the Tenant. To calculate this please refer to <http://www.finance.wa.gov.au>. Our properties are aggregated across the state as such the calculator cannot be used to determine how much each congregations land tax charge will be. The Synod Centre distributes a Land Tax invoice after the State Revenue Office has sent the entire bill to us.

