



**Extension of Time to Access Property Sale Proceeds (PSP)**

**EOT Form**

This form is used by congregations and approved by presbytery to apply for an extension of time (EOT) to access property sale proceeds (PSP) from the sale of property. Under policy, congregations have 3 years from the date of settlement to discern the use of PSP and submit a Form 3A Application for Allocation of PSP. During that period interest is accrued and reinvested for the benefit of the Responsible Body. After 3 years, unless an extension is applied for, under policy any interest accrued can be redirected to the wider church and not the Responsible Body, and the PSP may no longer be available.

Requests for EOT are for periods of **6 months only**, with the Responsible Body demonstrating a willingness to progress the use of unallocated funds in the following 6 months.

The policy process recognises that wise stewardship is to either progress funds for use in capital works or invest the funds for a competitive return if they are not to be used immediately, either in an Interest Only Mission Fund (IOMF) or the Money for Mission Fund (MFMF).

Please call Property Services for more information on (03) 9116 1956 or [property@victas.uca.org.au](mailto:property@victas.uca.org.au). Form is to be either printed & handwritten OR completed electronically using ONLY Adobe software, available free at <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

**1. RESPONSIBLE BODY**

Responsible Body Name			
Discernment Partner/ Presbytery			
Contact Person			
Position			
Email			
Phone	Ph	Mobile	
Address (Postal)			

**2. PROPERTY SALE PROCEEDS**

Address of sold property	
Net amount available (if known)	

**3. PROPOSED USE OF PROCEEDS**

Please detail the proposed use of proceeds and any reasons for current delay	
For proposed or planned capital works projects, please provide an indicative timeline for the project phases	
Project phase	Estimated date of completion of phase
Planning/Design	
Permits	
Form 3H Application to Build and Form 3A Application for Allocation of Property Sale Proceeds Submitted	
Construction/Implementation	
Completion	



**4. PM/DM COMMENT**

A Property Services Project Manager (PM) or Development Manager (DM) should be assigned to guide the congregation for capital works projects. If you have not been assigned a PM or DM please contact Property Services [property@victas.uca.org.au](mailto:property@victas.uca.org.au)

PM/DM comment:

**5. PRESBYTERY COMMENT (do not leave blank)**

**Approvals**

**Responsible Body Approval**

Responsible Body Name:

Details of Approval:

At a meeting held on \_\_\_\_\_ (date), this application was approved by the:

Church Council	Congregation	Other
Signed:		Signed:
<i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>		<i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>
Date:		Date:
Name:		Name:
Position:		Position:

**Presbytery/ Authorising Body Approval**

Presbytery/Authorising body:

Details of Approval:

At a meeting held on \_\_\_\_\_ (date), this application was approved by the:

Presbytery:	Standing Committee:	Delegated Committee:	Other:
Signed:		Signed:	
<i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>		<i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>	
Date:		Date:	
Name:		Name:	
Position:		Position:	