

# Application to Sell

# 3F

This form is used for selling any building or property (residential or commercial) owned by The Uniting Church in Australia Property Trusts of Victoria and Tasmania. This form does NOT require that a 'Form 1 - Getting Started' be completed and does NOT require a Pre-Application Meeting (unless advised by Property Services due to complexity).

Additional information: [www.victas.uca.org.au/resources/property/](http://www.victas.uca.org.au/resources/property/) , [property@victas.uca.org.au](mailto:property@victas.uca.org.au) , Ph: (03) 9116 1956.

## CHECKLIST:

**Prepare and Sign** 'Form 3F – Application to Sell' by Church Council/ Responsible Body Board

**Signed** 'Form 3F – Application to Sell' by Presbytery/ Authorising Body

**Attach** Certificate of Title(s) of property to be sold (Synod Property or Legal Services can assist)

**Attach** Chattels schedule, including all fixtures and fittings (items to be sold with the property)

**Attach** 2 x Independent Real Estate Agent appraisals including sales & marketing proposals (within 30 days)

### IF AVAILABLE/ APPLICABLE:

**Attach** Copy of any statutory notices, approvals including permits or inspections for disclosure

**Attach** Copy of lease/licence and security/bond receipt if property tenanted

**Attach** Planning Permits (ie. change of use) and or Building permit approvals

**Attach** Survey

**Attach** Communication Plan for closing congregation (discuss with Presbytery)

**Attach** Photos of the property

### BELOW FOR COMMERCIAL SALES ONLY

**Attach** NABERS Energy Star Rating – applicable ONLY to buildings over 1000m<sup>2</sup>

**Attach** OHS – Asbestos Register (if the site has asbestos contamination)

## SECTION A: RESPONSIBLE BODY & PROPOSED SALE DETAILS

If you require more space for your answers, please attach additional pages to this form. Complete hard copy form or 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 LOCATION

Name of property (if applicable)	
Type of Property for Sale	
Description of property, including assessment of overall condition	
Full Street Address	
Nearest intersecting street	

### 3. REASON FOR SALE/ PROPERTY PORTFOLIO STRATEGY

Please advise briefly the reason for seeking to dispose of this property

What arrangements have been made for continuing activities/building users?
What is the proposed use for sale proceeds?
Please list all property under the oversight of the applicant (ie portfolio, eg manses, churches, vacant land, shops etc)
<b>If the property sale is NOT due to a congregation closure, please proceed to Question 5.</b>

### 4. CONGREGATION CLOSURE

Who has the Presbytery advised will be the Responsible Body for the sale proceeds?

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If a congregation has closed and the church property is being sold, it is important that all records of the congregation are sent to the UCA Archives. To arrange, please contact the Synod archivist 03 9571 5476 or email [archives@victas.uca.org.au](mailto:archives@victas.uca.org.au)

Have Synod Archives been contacted?	Yes	No
Has a communication plan been developed for the closure? Please <b>ATTACH</b> . If no, please discuss with your Presbytery.	Yes	No

Please indicate the arrangements for this congregation and members:

Continuing congregation in new location, please advise location	Amalgamation, please advise	Dissolution	Continuing faith community in new location, please advise location
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### 5. PROPERTY DETAILS

Please **ATTACH** a copy of the Property Title (for confirmation that the Property Trust holds title and that the title is registered in the name of the Property Trust – please contact Legal or Property Services for assistance (03) 9116 1400)

Zoning (if known)			
Is the property fenced?	Yes	No	Not sure
Have the property boundaries been verified by survey?	Yes	No	Not sure
Are you aware of any discrepancy with the fenced boundaries or any building or services encroachment?	Yes	No	Not sure
Provide details of any important inclusions in the property? (eg graves, niche walls, columbarium)			
List items to be removed from the property prior to sale? eg memorial plaques, stained glass windows, pipe organ, pews (Note: Heritage listed items cannot be removed)			

**ATTACH Chattels schedule**, including all fixtures and fittings (items to be sold with the property)

Are there any special or unusual conditions (whether required by purchaser or vendor) to be inserted in the sale contract? If so, give details.

Are you aware of any other possible issues with disposing of the property? If yes, give details.

## 6. SUBDIVISION

Will subdivision, consolidation, or boundary alignment be required as part of the sale? (Please indicate)

Yes	No	Not sure
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**If Yes or Unsure, please contact Property Services to arrange a Pre-Application Meeting.**

Note: Subdivision, consolidation or boundary alignments needs to be carefully planned and managed liaising with Property Services. A full understanding of upfront costs and how these are to be funded needs to be known before a sale is approved.

## 7. HERITAGE

Is the property (including any contents eg pipe organ) included on a State, National or Local Heritage Register?

Yes	No	Not sure
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Office Use only: Has heritage status been verified?	Name	Date	Signed
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## 8. PROPERTY VALUATION, SALE PRICE, METHOD OF SALE

**ATTACH** TWO recent (within 30 days) Independent Real Estate Agent's appraisals to this application (applications may not be able to be considered if not attached) **ATTACHED**

Is GST applicable to the sale?  
Generally N/A for residential  
GST applicable to Church, Vacant Land and Commercial property sales

Yes	No	Not sure
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If no, recommended or acceptable Sale Price \$ (GST not applicable)

If yes, recommended or acceptable Sale Price \$ (GST inclusive)

*Please note all sales for property valued over \$500,000 are to be managed by the Real Estate function within Property Services (fee for service) in line with 'Enhanced Governance Process for Disposal of Church Property/Asset Sales' approved by Property Board.*

What is the intended method of sale? (please indicate)

Auction	Private Sale	EOI
Other, please advise		

## 9. PROPOSED SALES AGENT

Please provide details of the proposed real estate agent to be engaged for the sale

Agency Firm & Sales Agent Name

Postal Address

Ph/Mobile

Email

Agency commission

%

Advertising Budget

\$

*Please forward the 'Sale/Auction Authority' to Property Services for signing by the Property Trust AFTER the sale is APPROVED (Note: applicable only to sales under \$500,000, Property Services to coordinate sales for \$500,000 or over).*

## 10. CLIMATE EFFICIENCY INFORMATION

Is the site to be used for commercial purposes AND does the building exceed 1000 sqm?

Yes	No	Not sure
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*If yes, a disclosure statement regarding the energy efficiency of the building is required BEFORE the property can be sold. Please contact Property Services (03) 9116 1956 to obtain further information about this process.*

**SECTION B: SECTION 32 VENDOR'S STATEMENT PREPARATION**

**11. STATUTORY NOTICES, SERVICES, RATES, BUILDING DETAILS, APPROVALS**

Please **ATTACH** any Statutory Notices received in respect of the property. eg from neighbours, Council or Water Authority (other than usual statutory rates or charges), Planning Authority, Road Construction Authority.

**Please advise the status of services**

Service	Available	Connected	Not Connected	Relevant Authority
Gas				
Water				
Sewerage				
Telephone				

**Rates and outgoings**

Current Council Rates	\$	Relevant Authority	
Current Water Rates	\$	Relevant Authority	

**AGE and CURRENT USE of property to be sold (please specify)**

Residence	Vacant Land	Church	Hall	Other

**Please advise construction type of building**

Bluestone	Brick	Brick Veneer	Weather Board	Other

**Details of any building works carried out within the last TEN years**

Building Works	Building Permit issued (attach)	Occupancy Permit issued (attach)	Cert final inspection issued (attach)	Value of works greater than \$5000
Construction				
Renovations				
Extensions				
Electrical/Gas				

Please **ATTACH** copies of any insurances covering those works.

Are there any proposed building works to be completed before sale/settlement?	Yes	No
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If yes, please advise:

**12. COMPLIANCE & CONTAMINATION**

Have smoke detectors been fitted in accordance with building regulations?	Yes	No	N/A
If there is a pool or spa on the property, is it fenced?	Yes	No	N/A

**If No to either of above, please contact Property Services for assistance**

Are you aware of any contamination of the site? (ie asbestos, ground contamination)	Yes	No
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If yes, please advise

**ATTACH** a copy of the asbestos register

**13. TENANTS/LICENSEES**

Is the property tenanted or are there any current license agreements in place?	Yes	No
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If yes, **ATTACH** a copy of the current lease or license agreement

Rent/Licence fee paid up to (specify date)	
Bond/ Security Amount	

**ATTACH** copy of Bond Lodgement Receipt

Details of insurance	
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**SECTION C: LOCAL INITIATIVE PROCEEDS (LIP)**  
**For allocation of up to \$30,000 from Property Sale Proceeds**

**Local Initiative Proceeds Eligibility**

If eligible, \$30,000 will be available when the net available proceeds have been calculated after sale and settlement of the property. If LIP is not accessed, then all funds remain together for allocation as discerned.

Are sale proceeds to be utilised for any of the below purposes:

Manse for Manse	Yes	No
Worship Centre for Worship Centre	Yes	No
Development and approved Business Case states how sale proceeds are to be used	Yes	No

**If yes to any of above, applicant ineligible for Local Initiative Proceeds (LIP), please proceed to Section D**

**Bank/Account Details (if applicable)**

Does the Responsible Body of the sale proceeds at the time of settlement wish to access up to \$30,000 as Local Initiative Proceeds?	Yes	No
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If yes, please provide the congregation's BANK ACCOUNT DETAILS below, either (i) Account to be credited or (ii) UEthical Account Details so that this request can be implemented as soon as possible after appropriate approval

**(i) BANK ACCOUNT DETAILS**

Responsible Body Name	ABN Number
Property Sold	Amount Requested
Account Name	Account Type
Branch Address	Bank
BSB Number (Must be 6 numbers eg 063999)	Account Number

PLEASE ENSURE THESE DETAILS ARE CORRECT AS WE CANNOT INDEPENDENTLY VERIFY THEIR CORRECTNESS. IF THERE ARE ANY CHANGES TO THESE DETAILS WE NEED TO BE NOTIFIED IN WRITING.

**(ii) UEthical (Funds Management) Account Details**

Funds Management Account Number
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**SECTION D: Approvals & Authorising Body Comment**

**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*:
Date:	Position:	
Name:	Name:	
Position:	Position:	

\* Type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits.

**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*:	
Date:		Date:	
Name:		Name:	
Position:		Position:	

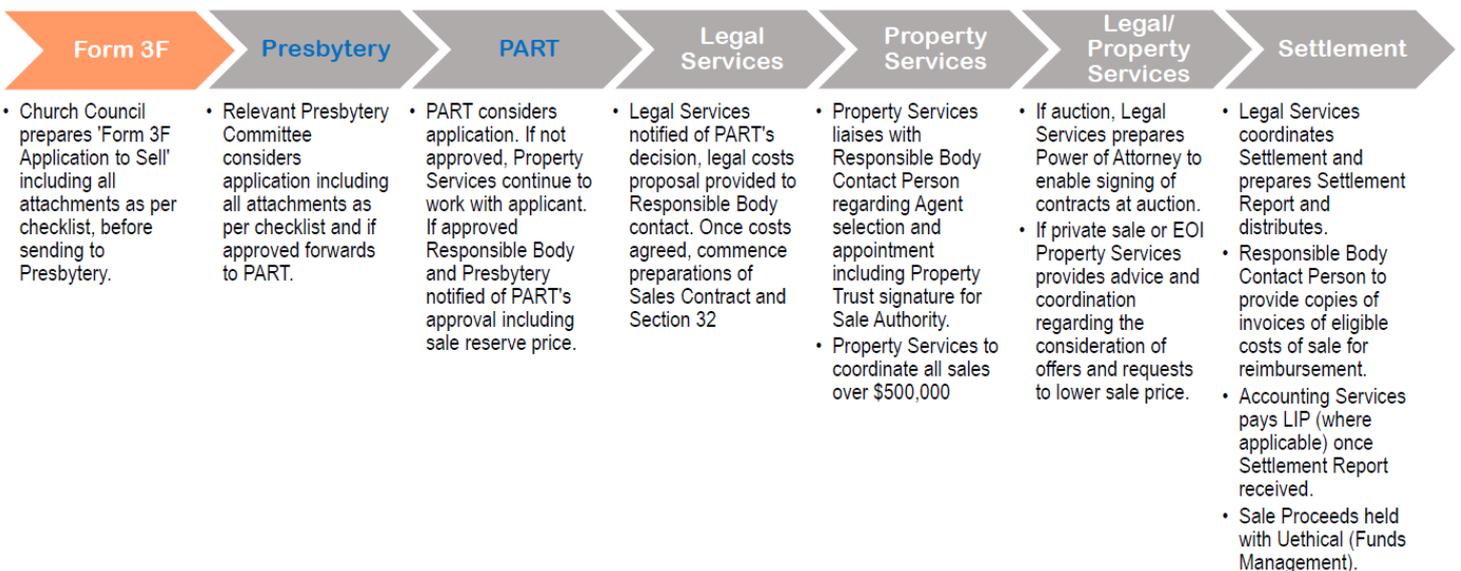
\* Type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits.

**Comment from Presbytery/ Authorising Body**

Provide comment and/or list reasons application supported/not supported. **Please do not leave blank.**

**FURTHER INFORMATION**

**SALES PROCESS**



**CONTRACTS**

Once an application has been approved, ALL contracts must be signed by a member of either 'The Uniting Church in Australia Property Trust (Victoria)' or 'The Uniting Church in Australia Property Trust (Tas.)', as appropriate. These are the legal entities 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 shown as the appropriate Property Trust, as noted above, and are sent for signing to the Property Officer at Level 2, 30 Lonsdale Street, Melbourne 3000.

**ENQUIRIES**

In the first instance enquiries regarding projects should be directed to your Presbytery. Any enquiries regarding completion of this application can also be directed to Property Services [property@victas.uca.org.au](mailto:property@victas.uca.org.au) , Ph: (03) 9116 1956.