

# Approval Process for Sale of Property

## Phase 1

### Form 1 – Getting Started

Form 1 is the starting point for all applications. This is a tool for applicants to consider the context of the community beyond themselves, the process that led to the initial idea and how this fits with the vision of **mission and/or ministry opportunities** of the applicant. By submitting this form early in the process, this allows for other councils of the church to provide early feedback.

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## Phase 2

### Form 2A – Discerning and Deciding

Form 2A documents the discernment between the congregation and presbytery (or applicant and discernment partner) and facilitates development of the initial project idea to a more defined plan of action and how this idea responds to the overall **missional vision and strategy**. For purchase of property, this relates to the reasoning for the purchase, how it will be funded, how it fits with the congregation's long term strategy and how it enhances missional opportunities.

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## Phase 3

### Form 3G – Application to Purchase

Form 3G collates all the details of the purchase for approval of the project by the councils of the church. Additional information required to support the application includes: site plan, property advertisement, copy of Section 32 (if available) and financial information supporting how the purchase will be paid, to include the relevant funding application form. Prior to final approval by the Property Board, or its delegated subcommittee, the application will be reviewed by Property Services.

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## Phase 4 Post-Approval

Before an offer is made on the property, it is essential that the finance is approved and in place. Property Services have experience in Real Estate and are able to provide advice and assist as required. All contracts must be forwarded to this office to be signed by a member of the Property Trust. Please ensure that any documentation shows the owner as the appropriate Property Trust. Once an offer is accepted, **Synod Legal Services** will assist with finalisation of the sale.

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