

# 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 church entities 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. When considering the sale it is also advised to consider how the **proceeds will be used**.

---

## 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. This involves considering, how the sale fits with the long term strategy of the congregation, the intended use of sale proceeds and how the overall project will enhance mission and ministry in that community.

---

## Phase 3

### Form 3F – Application to Sell

Form 3F collates all the details of the sale for approval of the project. Additional information required to support the application includes: market valuation including commission schedule and suggested selling date, and documents required for preparation of the Section 32. If a church is being sold due to a closed congregation, please advise which congregation, parish or presbytery is to be the beneficial user of the sale proceeds. For property sales over the value of \$500,000 a **co-agency agreement** is required between Property Services and the Real Estate Agent.

---

## Phase 4

### Post-Approval

All contracts, such as the exclusive sale authority, must be signed and forwarded to this office for signature by the Property Trust. Please ensure that any documents are completed with the owner shown as the appropriate Property Trust. Synod Legal Services will prepare the Section 32 document and sales contract. Once an offer is accepted, **Synod Legal Services** will assist with finalisation of the sale.

---