



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

## **Purchase Application Form**

<b>Title</b>	Purchase Application Form
<b>Version</b>	V5
<b>Last Revised</b>	24/03/2016
<b>Approved by</b>	
<b>Approval date</b>	

## Purchase Application Form

The legal title in all property is vested in The Uniting Church in Australia Property Trust (NSW) or The Uniting Church in Australia (ACT) Property Trust (“**Property Trust**”)

This Purchase Application Form must be completed as part of the process to apply for Uniting Resources approval to purchase a property vested in the Property Trust.

The approval of the Church Council and Presbytery is required prior to sending this application form to Uniting Resources, at the following address:

Uniting Resources – Property Services - PO Box A 2178, Sydney South, 1235

Email: [Property@nswact.uca.org.au](mailto:Property@nswact.uca.org.au)

### 1. Eventual Beneficial User

- a) Congregation: .....
- b) Presbytery: .....
- c) Uniting Church entity: .....
- d) Contact name: .....
- e) Position: .....
- f) Address: .....
- g) Email: .....
- h) Phone: .....
- i) Mobile: .....

## 2. Property Location and Description

a) Address (If known) and type of property to be purchased:

.....  
.....

b) Intending suburbs of property to be purchased:

.....  
.....

## 3. Reasons for Purchase

Please advise briefly the reason for seeking to purchase this property.  
How will this purchase complement your mission and strategic plan?

.....  
.....  
.....  
.....  
.....  
.....  
.....

# Current Financial Position and Project Budget

## 4. Current Financial Position

### Deposits and investments:

- a) Cash in hand: \$.....
- b) Sales proceeds: \$.....
- c) Pre-approval loan: \$.....
- d) Other: \$.....
- Total:** \$.....

### Loan liabilities:

- e) Outstanding loan principal: \$.....
- f) Other: \$.....
- Total Project Budget:** \$.....

## 5. Available Funds for Purchase

- a) Cash in hand: \$.....
- b) Sales proceeds: \$.....
- c) Fundraising (to be raised): \$.....
- d) Grants applied for: \$.....
- e) Grants approved: \$.....
- f) Loans applied for: \$.....
- g) Loans approved: \$.....
- h) Other funding applied for: \$.....
- i) Other funding approved: \$.....
- j) Total approved funds (Including GST if applicable) \$.....
- k) Total funds applied for (Including GST if applicable) \$.....
- l) Shortfall in funding \$.....

**6.Approvals**

We hereby certify that at a meeting of the .....  
duly convened in accordance with The Uniting Church in Australia Regulations.

The meeting was held on the ..... day of ..... in the year.....,

and the following resolution was passed:

.....  
.....  
.....

Please complete the relevant approval sections

**CHURCH COUNCIL APPROVAL**

**Name of Church Council:**

I am authorised to sign this document as a member of the Church Council. Please note, authorised representatives of Church Council to sign below.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**PRESBYTERY APPROVAL**

**Name of Presbytery:**

I am authorised to sign this document on behalf of Presbytery in accordance with The Uniting Church in Australia Regulations.

**Signed:**

**Date:** .....

**Name:** .....

**Position:** .....

## UME APPROVAL

**Name of UME area:**

I am authorised to sign this document in accordance with Uniting Mission & Education's delegations.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

## SCHOOL APPROVAL

**Name of School:**

I am authorised to sign this document in accordance with Uniting Mission & Education's delegations of authority. Please note, authorised representatives of UME to sign above.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**UNITING NSW.ACT APPROVAL**

**Name of Uniting NSW.ACT:**

I am authorised to sign this document in accordance with Uniting NSW.ACT’s delegations.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**PROPERTY SERVICES APPROVAL**

I am authorised to sign this document in accordance with Uniting Resources’ Property Services delegations.

**Signed:**

**Signed:**

**Date:** .....

**Date:** .....

**Name:** .....

**Name:** .....

**Position:** .....

**Position:** .....

**Please note: a conditional consent letter from URPS is required to proceed with a purchase**