

## **GRP – Process for Application for Sale of Property**

<b>Title</b>	GRP – Process for Application of Sale of Property
<b>Creation Date</b>	January 2022
<b>Version</b>	V1.0
<b>Last Revised</b>	
<b>Approved by</b>	GRP SC
<b>Approval date</b>	14 June 2022



## Rationale

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").

The Sales Application Form must be completed as part of the process to apply for Uniting Church NSW and The ACT Synod Office approval to sell a property vested in the Property Trust.

## Process

The steps to be followed for a Congregation to apply sell a property are:

1. Obtain Church Council approval for the sale
  - a. record the resolution in the minutes of the meeting
2. the Church Council delegated person(s) completes the Synod **Sales Application Form<sup>1</sup>**
3. Submit the above document for pre-approval to the Presbytery Property Committee, who will pass it onto the GRP Standing Committee for final approval
4. Send form, signed by Church Council and Presbytery, by email to [Property@nswact.uca.org.au](mailto:Property@nswact.uca.org.au)

When successful:

The Synod Property Trust will need to sign the sales contract. Send the following by email to [Property@nswact.uca.org.au](mailto:Property@nswact.uca.org.au)

- a. Sales Contract prepared by a professional advisor
- b. Synod - **Certificate of Correctness<sup>2</sup>**

For more information see the Synod Website: <https://nswact.uca.org.au/>

## Documentation Summary

<b>Document</b>	<b>Signed by</b>
Minutes / extract of Church Council meeting	<ul style="list-style-type: none"><li>• Church Council Chairperson</li></ul>
Synod - <b>Sales Application Form<sup>3</sup></b>	<ul style="list-style-type: none"><li>• two of Church Council Chairperson, Treasurer or Secretary</li><li>• Presbytery Standing Committee authorised person</li><li>• Synod Property Trust</li></ul>
Synod - <b>Certificate of Correctness<sup>4</sup></b>	<ul style="list-style-type: none"><li>• two of Church Council Chairperson, Treasurer or Secretary</li><li>• Professional Advisor</li><li>• Synod Property Trust</li></ul>

<sup>1</sup> [Sales Application form.pdf \(nswact.uca.org.au\)](#)

<sup>2</sup> [certificate-of-correctness-precedent-editable.pdf](#) (nswact.uca.org.au)

<sup>3</sup> [Sales Application form.pdf \(nswact.uca.org.au\)](#)

<sup>4</sup> [certificate-of-correctness-precedent-editable.pdf](#) (nswact.uca.org.au)



