

### Maintenance and transaction procedures and forms diagram

Transaction	Type	Application Form	Legal Document	Comments
Where we are lessor	Non exclusive licence	n/a	Licence agreement (MRC 011)	For groups using hall, worship area. eg Dance group, other denomination. Signed off by Property Trust member.
	Manse	Lease out manse (MRC 014)	General Tenancy agreement (Qld Gov From 18a) Appoint of Agent (if necessary – supplied by agent)	Endorsed by Presbytery and approval by FIP board
	Church/hall complex	Lease out (MRC 013)	Commercial agreement (UC Legal at cost \$)	Endorsed by Presbytery and approval by FIP board
	Dwelling (not manse by assignment) less than 3 years.	n/a	General Tenancy agreement (Qld Gov From 18a) Appoint of Agent (if necessary – supplied by agent)	Less than 3 years does not need endorsement or approval. Notify Presbytery and signed off by Property Trust member.
	Other	n/a	Commercial agreement (UC Legal at cost \$)	Less than 3 years does not need endorsement or approval. (Car park spots do need approval) . Notify Presbytery and signed off by Property Trust member.
Where we are the lessee	Manse	n/a	General Tenancy agreement (Qld Gov From 18a)	Endorsed by Presbytery and approval by FIP board
	Commercial	n/a	Commercial agreement (cost involved \$)	Endorsed by Presbytery and approval by FIP board
	Other	n/a	Commercial agreement (cost involved \$)	Endorsed by Presbytery and approval by FIP board
Purchase	Manse	Purchase of Manse (MRC 015) Manse guidelines (MRC 007)	Sale agreement (UC Legal at cost \$)	Endorsed by Presbytery and approval by FIP board
	property	Purchase of property (MRC 016)	Sale agreement (UC Legal at cost \$)	Endorsed by Presbytery and approval by FIP board
Sale	Sale of property	Sale of property (MRC 017)	Sale agreement (UC Legal at cost \$)	Endorsed by Presbytery and approval by FIP board
	Resumption of property	Sought at time of resumption	Resumption negotiations (Legal at cost \$)	Noted by Presbytery and approval by FIP board. The use of funds received.

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Development	Under \$10,000	If Council or other Government approval required - approval of Presbytery and signed off by Property Trust member (MRC 004) If no approvals –n/a	n/a	If Council or other Government approval required then approval of Presbytery and signed off by Property Trust member  If no approvals are required the congregation need not contact Presbytery of the Property Trust. Help is available on request.
	Under \$10,000 with dangerous items	Work required details (MRC 004)	n/a	Endorsed by Presbytery and approval by FIP board
	\$10,000 to \$50,000	Work required and Missional value (MRC 005)	Dependent on work ( Building contracts (UC Legal at cost \$)	Approval of Presbytery and if Council or other Government approval required then signed off by Property Trust member.
	Over \$50,000	Construction over \$50,000 (MRC 006)	Building contracts (UC Legal at cost \$)	Endorsed by Presbytery and approval by FIP board.
Maintenance	Manse	Manse inspection (MRC 008)	n/a	To be completed every 3 years or at the conclusion of a settlement by Presbytery
	Other buildings	Annual property maintenance checklist (MRC 009) Annual property maintenance supplementary information (MRC 010)	n/a	To be completed annually and forwarded to Presbytery.
Grants	From external to UCA source		Grant form as required by external source.	The congregation should fill out the grant application form and send it to Presbytery, who after approving the application will forward it to Synod Property for signature. The application for the actual work would follow using the forms and process depending on the cost of project as above.

The application should respond to issues in the “Marks of Mission” MRC 002 SYN 8/09