

ANGLICAN DIOCESE OF BUNBURY

POLICY RENTAL OF DIOCESAN PROPERTY AND REAL ESTATE WITHIN A PARISH

Date Policy Approved: 4th April 2019
Updated:

PURPOSE

As all properties are held and owned in the name of The Bunbury Diocesan Trustees, approval must be sought by the Trustees to rent or lease a property or real estate which is located within a parish and is managed by the parish. If a parish is unable to manage a rental property, and needs help with liaising with the Real Estate Agent, the parish should contact the Diocese for assistance. This Policy describes the procedures which must be taken to rent a property or land within a parish setting.

Steps to take:

1. The Parish should first consult with a Real Estate Agent to establish the market rental amount.
2. A letter must then be forwarded to the Trustees detailing the formal request from the Parish Council and a copy of the minutes of the parish council meeting where the decision was supported and agreed.
3. The Trustees meet five times a year. Requests to rent parish property or land must be sent in to the Trustees to be included in the papers at least one week before the meeting. Meeting dates are on the website: www.anglicanbunbury.org.au
4. Once approval from the Trustees is received, a Real Estate Agent must be engaged to manage the property, paper work and bond monies.
5. The management agreement and lease agreement both need to show the owner of the property as The Bunbury Diocesan Trustees and be forwarded to the Diocesan Office for signing by the Trustees.
6. Extensions of these agreements and also All Bond documents need to be forwarded to the Diocesan Office for the Trustees to sign. No-one else can sign.
7. Copies of the Real Estate 6 monthly inspections of the property are to be forwarded to the Diocesan Office immediately upon receipt by the Parish.

When the Parish is deciding whether to rent a property or land to a private individual or family, the following matters need to be considered:

1. The tenant does not need to be a Christian. There should be no discrimination in the matter of tenants.
2. A Rental Agreement must be established through a Real Estate Agent. This is required for all rental properties and land.
3. The Parish is still responsible for maintenance on the property, building insurance (if relevant) and all rates other than water usage.
4. Where a garden is in place at the property, the Parish may consider assisting with water usage costs to ensure the garden is maintained.

5. A decision will need to be made concerning the inclusion of lawn mowing in the rent charged or does the tenant need to cover this. Other land management practices to be agreed with the tenant and the Real Estate agent prior to any lease being signed.
6. The property must have the required RCDs and mains powered Smoke Alarms. These need to be checked annually and a certificate provided by an electrician and held on file.
7. Bond monies must be held by the Department of Commerce and are not to be held in Parish Funds.
8. One third of the nett income from the rental is to be set aside for future repairs and maintenance of the building (or the land as appropriate). **This must be clearly identified in the parish financial statements.**
9. Income and expenditure for the building is to be separately identified in the accounts.
10. The building and contents of the building owned by the Parish will need to be insured through the Diocese. The tenant is responsible for insuring their contents and property.
11. On completion of a tenancy the Parish should satisfy itself by inspection that the property has been left in a satisfactory state with all curtains and light fittings in place and carpets cleaned. Similarly, the land and its general state of good management needs to be approved before any departure.
12. Once a parish property has been declared a rental property, and is leased, parishioners do not have the 'right of entry' to do inspections, as this is handled by the Real Estate Agent.