

## ANGLICAN DIOCESE OF BUNBURY

### POLICY RENTAL OF PRIVATELY OWNED BUILDINGS BY A PARISH

Policy Approved: 4<sup>th</sup> April 2019  
Updated:

#### PURPOSE

Where a Parish wishes to rent a building on the open market to be occupied as a Church, Rectory or Op Shop, the Diocesan Trustees need to agree to the proposal, prior to any agreement being entered into by the Diocese on behalf of the Parish.

The Parish must provide to the Trustees the following information:

1. The Parish should first consult with a Real Estate Agent to establish the market rental circumstances and establish what might be available.
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 to rent from the open market was supported and agreed. A budget with the proposal showing how the additional costs of rent and utilities are to be funded is to be included with the letter.
3. The Trustees meet five times a year. Requests to rent property on the open market 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](http://www.anglicanbunbury.org.au) On occasions where timing will be critical for signing an agreement, as much notice in advance about the intention to rent and pre-approval can be provided and the decision may then be made through an Out-of-Session resolution and the signatures provided for the agreement.
4. Once approval from the Trustees is received, the search can commence and likely properties tested. Parishes MUST NOT sign any rental agreements, these can ONLY be signed by the Trustees.
5. Lease documents are complex and may require legal guidance prior to the Trustees signing the document, if there are clauses that are, in any way, prejudicial to the Diocesan Trustees.
6. Insurance for the building is the responsibility of the owner of the property and should be noted in the lease agreement.
7. The building contents owned by the Parish and not the building owner, will need to be insured through the Diocese. Where the building to be leased is for an Op Shop the insurer will not insure stock, only items such as tills, computers, cupboards and racks.
8. As with all buildings owned by the Diocese, the Trustees must sign all relevant tenancy documentation which must show the tenant as The Bunbury Diocesan Trustees.
9. A Rental Agreement must be established through a Real Estate Agent. This is required for all rental properties.