

Synod of Otago & Southland

PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

Approved

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Executive Officer: Fergus Sime, Evan Parry House, 43 Princes St, PO Box 1131, Dunedin
phone: 03 477 7365 or 0800 76 22 22 fax: 03 477 6736 email: synod.otago.southland@xtra.co.nz

Application for approval to lease a manse

Please read these notes first:

- There are two pages to this form, and three sets of prior approval are required. You should allow two months for this process. Failure to complete all sections may delay approval.
- Manses are governed by the Book of Order Appendix E 17 II (Ministry regulations), Appendix E-31 (Synod Regulations), and the Otago Foundation Trust Board Act (1992).
- Manses are defined as “homes provided by the parish for, and used by, parish ministers under the supervision of the Presbyteries within the Synod.”
- A manse loses its ‘religious purpose’ status while occupied by people other than the minister and his/her family, and it is not eligible for allocations from Synod funds during this time. Nor will Synod make allocations towards the cost of renovating a manse prior to a new minister arriving, if the manse has been leased out during the vacancy.
- If a property has not been used as a manse for more than ten years, the parish is encouraged to sell it.

The Applicant

Parish Presbytery
name of person making this application
position held in parish e.g. Treasurer
contact address
phone 03 email@..... date ... / ... / ...

The property

name by which property is known
location (give street address, or road and locality)
Reason for leasing property:
☐ manse unused – short term vacancy, hopefully ☐ manse unused – long term likely
☐ minister lives elsewhere - paid housing allowance ☐ other – give details
.....

Leasing details

What is the proposed rental figure? \$ per week / fortnight / month
How did you determine this figure?
☐ advice from real estate company ☐ independent valuer's report
☐ guesstimate, based on
☐ other How long do you plan to lease the property for?

If a long term rental is planned:

Will income from this lease be used for anything other than manse costs e.g. rates, maintenance, or for the minister's housing allowance? Yes / No

If yes, what proportion, and for what?

How dependent is the financial viability of your parish on this income?

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If you pay your minister a housing allowance:

How much is the allowance? \$ per month. How did you determine this figure?

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Rental Agreement:

Under the Residential Tenancies Act (1986-96) you must have a written tenancy agreement. (Forms are available from your nearest Tenancy Services office, or Whitcoulls shop). Give these details:

Bond \$ Rent paid in advance \$ Rent reviews

Frequency of payments Amount of each payment \$

Does the parish have written information on its legal responsibilities as a landlord? Yes / No

What arrangements have been made in the event of the property being required by the parish at short notice?

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Record of Approvals:

Extract from Minutes of **Deacons' Court / Managers / Parish Council** held on ... / ... / ...

"That

..... "

signed: Secretary date ... / ... / ...

Deacons Court Clerk/ Board of Managers Secretary:

Complete the form to this point, and give it to your Session/Parish Council Clerk.

Extract from Minutes of **Congregational Meeting** held on ... / ... / ...

" That

..... "

signed: Session / Parish Clerk date ... / ... / ...

Session/Parish Clerk: Complete the above box, and send this form to your Presbytery Clerk.

Extract from Minutes of **Presbytery** held on ... / ... / ...

"That

..... "

signed: Presbytery Clerk date ... / ... / ...

Presbytery Clerk: Complete the above box, and send this form to the Synod Executive Officer.