

Checklist for management agency agreements to be submitted to the Anglican Church Property Trust Diocese of Sydney (“ACPT”)

Checklist Item	✓
1. An original management agency agreement (“Agreement”) has been prepared (<i>photocopied agreements cannot be accepted</i>). <i>NB: the agent is to sign the Agreement before it is submitted to the ACPT.</i>	
2. Owner’s details are recorded on the Agreement as, “Anglican Church Property Trust Diocese of Sydney” (c/- the parish’s mailing address).	
3. Owner’s ABN is recorded on the Agreement (please contact the ACPT to ascertain the appropriate (ACPT) ABN to be used, as the parish’s ABN <i>cannot be used</i>).	
4. Agent’s Legal and Trading names are recorded on the Agreement.	
5. The following details are also recorded on the Agreement - <ul style="list-style-type: none"> • Address of the property to be let; • Management fee that has been negotiated with the agent that is to be charged (including GST); • Parish Bank Account details for net rental payment deposits 	
6. The following amendments need to be negotiated with the agent and made to the Agreement – <ul style="list-style-type: none"> • The deletion of any clause (or that part of a clause) which authorises the agent to extend the lease on the owner’s behalf; and • The deletion of any clause (or that part of a clause) which authorises the agent to enter into a lease agreement on the owner’s behalf. <p><i>These amendments do not preclude an agent from selecting and recommending suitable tenants. However, such amendments <u>do</u> ensure that the ACPT signs all lease agreements and that the lease agreement term is not extended without a new agreement being prepared and agreed to by the Parish and ACPT.</i></p>	
7. A covering letter has been prepared and signed by at least two wardens requesting that the ACPT sign the management agency agreement (a Parish Council Consent form is not required until the lease is submitted to the ACPT for signing).	

[Click here for ACPT contact details \(including street and mailing addresses\).](#)

Please note that management agency agreements can be hand delivered by Parish representatives to St. Andrew’s House. However, due to ACPT work scheduling arrangements, management agency agreements cannot be signed “on the spot”. An appointment should be made in advance if there is a need to discuss the proposed management agency agreement with the [Manager, ACPT](#) assigned to your parish’s region.