

Corporate Resolution Checklist Lease

To be completed by local church:

- Transaction Information Sheet
- Local Government Resolution (*Need original document with wet signature(s)*)
**Must know lease terms before completing*
- Local Member Resolution (*Need original document with wet signature(s)*)
**Must know lease terms before completing*
- Income and Expense Statements- for previous 2 years, and current year-to-date
- Balance Sheet- for previous 2 years, and current year-to-date
- Bank Statements- 6 months of most current bank statements, ALL PAGES OF MONTHLY STATEMENTS, of ALL accounts held by the church (checking, savings, CDs, etc.)
- Property and Liability Insurance Declaration Page
- Copy of all sublease agreements from rental income **if applicable*
- Church and Pastor's History (both can total 1 page)
- Property Pictures (inside/outside of all buildings being leased)
- City Authorization- official city permit or other document indicating how the property is zoned and if it is suitable for church use (i.e. Conditional Use Permit, Occupancy Permit, etc.)
- Guarantor Form- If new work (2 years or less), supervising District or local sponsoring church must sign an internal agreement to guarantee the lease
- Sponsoring Church Resolution Letter- if a sponsoring church is acting as Guarantor, then a Resolution Letter, on the sponsoring church's letterhead with the signatures of both the local pastor and church secretary, must be submitted, indicating the approval of the majority of members. This means that a general church meeting must be held with a majority membership present to provide the necessary approval.

To be completed by District:

- District Resolution (*Need original document with wet signature(s)*)

Once packet is complete please mail to:
Apostolic Assembly of the Faith in Christ Jesus
Attn: Real Estate Department
10807 Laurel Street
Rancho Cucamonga, CA 91730

Transaction Information Sheet Lease

General Information

Church Name: _____

Pastor's Name: _____

Pastor's Phone Number: _____

Who will be the main contact throughout this transaction (name/phone number)? _____

Number of Baptized Members: _____

Lease Property Information

Property Address: _____

Property Type
(Church Building, Vacant Land, Residence, Commercial, Other Existing Building): _____

Square footage of building(s): _____

Give a brief description of building(s): _____

Property Zoning: _____

Lease company name: _____

Lease company contact person (name and number): _____

Transaction Information

How long is the proposed lease for? _____

Have you leased a property before? _____ If so, how long was your previous lease? _____

Were you ever behind in your lease payments? _____

Is there a purchase option apart of this lease? _____

If "yes", then it is understood that a separate purchase resolution will have to be obtained before exercising the purchase option and is subject to the risk assessment guidelines for new purchases.

Guarantor Form

We, the Apostolic Assembly of the Faith in Christ Jesus congregation/District of _____, do hereby guarantee rental payment for the tenancy of the Apostolic Assembly of the Faith in Christ Jesus New Work or Church of _____ who is leasing the property located at _____ for the duration of the lease contract dated _____. The lease contract commences on _____ and terminates on _____.

I also guarantee payments pursuant to any lease provision signed by the above-named tenant and any extension of the lease thereof including but not limited to rental payments, eviction and collection proceedings, and reasonable attorney fees incurred in any rent collection or damages dispute.

The parties hereto have affixed or caused to be affixed their respective signature(s) this _____ day of _____, 20____. Guarantor as individual states under the pains and penalties of perjury that said Lessee is over the age of 18 years.

Guarantor Signature

Guarantor Print Name/Title

Guarantor Signature

Guarantor Print Name/Title