### **Corporate Resolution Checklist New Construction**

#### To be completed by local church:

	Transaction Information Sheet
	Local Government Resolution (Need original document with wet signature(s))
	*Must have loan pre-approval before completing if applicable
	Local Member Resolution (Need original document with wet signature(s))
	*Must have loan pre-approval before completing if applicable
	Loan Pre-approval *if applicable
	Income and Expense Statements- for previous 3 years, and current year-to-date
	Balance Sheet- for previous 3 years, and current year-to-date
	Bank Statements- 1 complete year 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
	Mortgage Statement- most current mortgage statements of all properties owned *if applicable
	Copy of all lease/rental agreements from rental income *if applicable
	Church and Pastor's History (both can total 1 page)
	City Authorization- Letter from city granting permission to construct
	Copy of fully executed Architect contract
	Complete and final set of building plans and specifications approved by all appropriate
	parties
	Cost of construction proposal- based on architectural plans, detailed proposal from
	licensed contractor with line-item cost analysis of the project (materials, labor, permits,
	etc.)
	Copy of General Contractor's license (contractor from proposal above)
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 New Construction**

#### **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:
New Construction Information
Property Address:
Property Type (Church Building, Vacant Land, Residence, Other Existing Building):
Square footage of land:
Square footage of building(s):
Give a brief description of construction project (new building, addition to existing structure, etc)
Property Zoning:
Architect Name and Number:
Contractor Name and Number:
<u>Transaction Information</u>
Total Construction Cost:
Down Payment:
I can amount:

## **Local Government Resolution**

At a general church m	neeting held or	1	(month)		(day)	(year),
we the undersigned L	ocal Governm	ent of the Apost	olic Assembl	y of the F	aith in Christ J	lesus church of
	(Church C	ity/Number) agr	eed to the fol	llowing:	The new const	ruction on the
property located at						(Address).
The new construction						
						·
The construction proj	ment of					
, ar						
costs, will be financed	-					
(Fixed/Variable), Inte						
Loan Due in	years and a	in estimated mor	ithly paymen	t of		<b></b> •
	We und	lerstand fully the	terms of this	s transact	ion	
	We are	iorstand rang the	terms or time	o transact	1011.	
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## **Local Member Resolution**

At a general church meeting held on	(month)	(day)	(year),
we the undersigned baptized members of the Ap	ostolic Assembly of the	e Faith in Christ Je	esus church of
(Church City/Number)	agreed to the following	g: The new constr	ruction on the
property located at			(Address).
The new construction will include the following			
The construction project cost will not exceed		with a down payr	ment of
, and the remaining balance, i			
costs, will be financed through a loan. The loan			
(Fixed/Variable), Interest rate Fixed fo			
Loan Due in years and an estimated			
Louis Due in years and an estimated	monthly payment of		_·
We understand fully	y the terms of this transa	action.	
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