

## **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: \_\_\_\_\_

### Transaction Information

Total Construction Cost: \_\_\_\_\_

Down Payment: \_\_\_\_\_

Loan amount: \_\_\_\_\_



