

Corporate Resolution Checklist Purchase

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- 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
- 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)
- New Property Pictures (inside/outside of all buildings and of land)
- 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.)

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

Purchase

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 Property 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 land/building(s): _____

Property Zoning: _____

Listing Realtor's Name: _____

Listing Realtor's Number: _____

Transaction Information

Purchase Price: _____

Down Payment: _____

Loan amount: _____

Is the owner financing any portion of this transaction? _____

If so, how much? _____

Name/Number of Owner who is financing: _____

