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 (<i>Need original document with wet signature(s)</i>)

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:
<u>Transaction Information</u>
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:

Local Government Resolution

At a general church meeting	n	(month))	(day)	(year)			
we the undersigned Local	Governn	nent of the Apost	olic Assembl	ly of the	Faith in Christ !	Jesus church of		
(Church (City/Number) agr	reed to the fo	llowing:	The purchase of	of the property		
located at						(Address)		
The Purchase price will no	t exceed	· <u></u>	, with a down payment of					
and the remaining balance	, if any, o	of	, plus applicable closing costs, will be					
financed through a loan.	The loan	terms are as follo	ws: Loan Ty	pe	(F	ixed/Variable),		
Interest rate Fixe	d for	years, Amo	ortized over _		years, Loan	Due in		
years and an e	stimated	monthly paymen	t of		·			
	***	1 . 1 . 1 . 1	C.1.	,	,·			
	we un	derstand fully the	e terms of thi	s transac	uon.			
PRINT NAME		SIGNATURE			TITLE			
				_				
				•				
								
								

Local Member Resolution

At a general church meeting held on		_(month)	(day)	(year),		
we the undersigned baptized members of	f the Apostolic A	Assembly of the	Faith in Christ Jes	sus church of		
(Church City/N	Number) agreed	to the following	g: The purchase of	the property		
located at				(Address).		
		, with a down payment of				
and the remaining balance, if any, of		, plus applicable closing costs, will be				
financed through a loan. The loan terms						
Interest rate Fixed for						
years and an estimated mont	hly payment of		•			
We underst	and fully the ter	ms of this trans	action			
We didersi	and rany the ter	ins of this trains	action			
PRINT NAME		SIGNATURE				
						
						