

Corporate Resolution Checklist Refinance

To be completed by local church:

- Transaction Information Sheet
- Local Government Resolution (*Need original document with wet signature(s)*)
**Must have loan pre-approval or know loan terms before completing*
- Local Member Resolution (*Need original document with wet signature(s)*)
**Must have loan pre-approval or know loan terms before completing*
- 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
- Copy of all lease/rental agreements from rental income **if applicable*
- Church and Pastor's History (both can total 1 page)
- If cash out, line item list of how proceeds will be utilized **if applicable*

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 Refinance

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: _____

Refinance 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: _____

Bank Name that holds current mortgage: _____

Bank Number that holds current mortgage: _____

Transaction Information

Current Principal Balance: _____

Are you current with all mortgage payments? _____

If not, how many months are you behind? _____

Are all property taxes up to date? _____

If not, how much is owed? _____

Local Member Resolution

At a general church meeting held on _____(month) _____(day) _____(year), we the undersigned baptized members of the Apostolic Assembly of the Faith in Christ Jesus church of _____ (Church City/Number) agreed to the following: The refinance of the property located at _____(Address).

The loan terms are as follows: Purpose of loan (Rate & Term, Cash Out, Other)_____,
Loan amount _____ plus applicable closing costs, Loan Type _____
(Fixed/Variable), Interest rate _____, Fixed for _____ years, Amortized over _____ years,
Loan due in _____ years and an estimated monthly payment of _____.
If cash out, the proceeds will be used for the following:

We understand fully the terms of this transaction.

PRINT NAME

SIGNATURE
