Corporate Resolution Checklist Sale

To be	completed by local church:
	Transaction Information Sheet
	Local Government Resolution (Need original document with wet signature(s))
	Local Member Resolution (Need original document with wet signature(s))
	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)
	Line item list of how proceeds will be utilized
To be	completed by District:

Once packet is complete please mail to:

District Resolution (*Need original document with wet signature(s)*)

Apostolic Assembly of the Faith in Christ Jesus Attn: Real Estate Department 10807 Laurel Street Rancho Cucamonga, CA 91730

Transaction Information Sheet Sale

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:							
Sale 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:							
Do you need Assembly assistance with securing a Realtor?							
If you have a recommendation, please provide your Realtor's name and number:							
<u>Transaction Information</u>							
Estimated market value:							
What is this estimated market value based on?							
Is there an existing mortgage on this property?							
If yes, what is the principal balance owed?							
Are there any liens or property taxes due? If yes, give amounts owed:							

Local Government Resolution

At a general church meeting	held or	1	(month) _		(day)	(year),		
we the undersigned Local Go	vernm	ent of the Apostoli	c Assembly	of the l	Faith in Christ <mark>J</mark>	esus church of		
(Ch	urch C	ity/Number) agree	d to the follo	owing:	The sale of the	property located		
at					(A	Address). The		
			but will not be sold for less than					
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	In	e proceeds will be	used for the	TOHOW	ing:			
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V	We und	lerstand fully the te	erms of this t	ransact	tion.			
PRINT NAME	S	SIGNATURE		,	TITLE			
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Local Member Resolution

At a general church meeting held on		_(month)	(day)	(year),			
we the undersigned baptized members of	of the Apostolic	Assembly of the	e Faith in Christ Je	sus church of			
(Church City/	Number) agreed	to the following	g: The sale of the	property located			
at			(A	ddress). The			
sales price will initially be		but will not be sold for less					
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The pr	oceeds will be u	ised for the folio	owing:				
We underst		rms of this trans					
PRINT NAME	SIGNATURE						
TRINT NAME		SIGNATURE					
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