

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:

- 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 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: _____

Transaction Information

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: _____

