

Corporate Resolution Checklist Landlord Lease/Sublease

To be completed by local church:

- Transaction Information Sheet
- Local Government Resolution (*Need original document with wet signature(s)*)
**Must know lease terms before completing*
- Local Member Resolution (*Need original document with wet signature(s)*)
**Must know lease terms before completing*
- Tenant Credit Application with supporting documentation

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 Landlord Lease/Sublease

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: _____

Church Property Information That Is To Be Leased Out

Property Address: _____

Property Type
(Church Building, Vacant Land,
Residence, Commercial, Other Existing
Building): _____

Square footage of building(s): _____

Give a brief description of building(s): _____

Permitted Use: _____

Transaction/Tenant Information

Tenant name: _____

Tenant contact person (name and number): _____

How long is the proposed lease for? _____

Has this tenant leased a property before? _____ If so, how long was their previous lease? _____

Was the tenant ever behind in their lease payments? _____

Local Government Resolution

At a general church meeting held on _____(month) _____(day) _____(year), we the undersigned Local Government of the Apostolic Assembly of the Faith in Christ Jesus church of _____ (Church City/Number) agreed to the following: To lease out our property located at _____(Address) comprised of approximately _____ square feet to _____ (Tenant Name). The lease terms are as follows: Lease length _____ months, Initial monthly gross lease payment \$ _____, with annual increases of _____%, and a security deposit of \$ _____ due at signing.

We understand fully the terms of this transaction.

PRINT NAME

SIGNATURE

TITLE
