

## **Corporate Resolution Checklist Cell Phone Tower Lease**

**Step 1: *Contact the Real Estate Department for a Consultation.***

**Step 2: *All documents need to be scanned and emailed to:***

**[Realestate@apostolicnet.org](mailto:Realestate@apostolicnet.org)**

- Transaction Information Sheet
- Local Government Resolution
- Local Member Resolution
- Tenant Credit Application with supporting documents.
- Copy of proposed lease contract from the Cell Phone Tower Company.
- City Authorization- official city permit or other document indicating that the cell phone tower is allowed on the church property.
- District Resolution

**Step 3: *Once the Corporate Resolution is approved by the General Board, please mail the following original documents to the Corporate Office:***

- Transaction Sheet
- Local Government
- Local Member
- District Resolution

### **Mailing Instructions:**

Apostolic Assembly of the Faith in Christ Jesus  
Attn: Real Estate Department  
5401 Citrus Ave., Fontana, CA 92336

## **Transaction Information Sheet Cell Phone Tower Lease**

### **General Information**

Church Name: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Pastor's Phone Number: \_\_\_\_\_

The main point of contact (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? \_\_\_\_\_



