

Corporate Resolution Checklist 2nd Mortgage

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

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

Realestate@apostolicnet.org

- Transaction Information Sheet
- Local Government Resolution
- Local Member Resolution
- P&L Sheets - ensure ARIS is up-to-date 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*
- 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 **2nd Mortgage**

General Information

Church Name: _____

Pastor's Name: _____

Pastor's Phone Number: _____

The main point of contact (name/phone number): _____

Number of Baptized Members: _____

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? _____

