

Corporate Resolution Checklist 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

- Transaction Information Sheet
- Local Government Resolution
- Local Member Resolution
- P & L Sheets - ensure ARIS is up-to-date for previous 2 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
- Copy of proposed lease contract.
- Copy of all sublease agreements from rental income **if applicable*
- Church and Pastor's History (both can total 1 page)
- Property Pictures (inside/outside of all buildings being leased)
- City Authorization- official city permit or other document indicating how the property is zoned and if it is suitable for church use (i.e. Conditional Use Permit, Occupancy Permit, etc.)
- Guarantor Form- If new work (2 years or less), supervising District or local sponsoring church must obtain a resolution with majority approval to guarantee the lease
- Sponsoring Church Resolution Letter- if a sponsoring church is acting as Guarantor, then a Resolution Letter, on the sponsoring church's letterhead with the signatures of the majority of baptized members, must be submitted, indicating the approval of the majority of members. This means that a general church meeting must be held with a majority membership present to provide the necessary approval.
- 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 Lease

General Information

Church Name: _____

Pastor's Name: _____

Pastor's Phone Number: _____

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

Number of Baptized Members: _____

Lease Property Information

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): _____

Property Zoning: _____

Lease company name: _____

Lease company contact person (name and number): _____

Transaction Information

How long is the proposed lease for: _____

Have you leased a property before: _____

If so, how long was your previous lease: _____

Were you ever behind in your lease payments: _____

Is there a purchase option apart of this lease: _____

If "yes", then it is understood that a separate purchase resolution will have to be obtained before exercising the purchase option and is subject to the risk assessment guidelines for new purchases.

