#### Corporate Resolution Checklist New Construction

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

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

Reales	state@apostolicnet.org
	Transaction Information Sheet
	Local Government Resolution
	Local Member Resolution
	P & L Sheets- for previous 3 years, and current year-to-date
	Bank Statements- 1 complete year 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 *if applicable
	Copy of all lease/rental agreements from rental income *if applicable
	Church and Pastor's History (both can total 1 page)
	City Authorization- Letter from city granting permission to construct
	Copy of fully executed Architect contract
	Complete and final set of building plans and specifications approved by all appropriate parties
	Cost of construction proposal- based on architectural plans, detailed proposal from licensed contractor with line-item cost analysis of the project (materials, labor, permits, etc.)
	Copy of General Contractor's license (contractor from proposal above)
	District Resolution
	: Once the Corporate Resolution is approved by the General Board, please mail the ing <u>original</u> documents to the Corporate Office:
	Transaction Sheet
	Local Government
	Local Member

#### **Mailing Instructions:**

☐ District Resolution

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

# **Transaction Information Sheet New Construction**

#### **General Information**

Church Name:						
Pastor's Name:						
Pastor's Phone Number:						
The main point of contact (name/phone number):						
Number of Baptized Members:						
New Construction 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 construction project (new building, addition to existing structure, etc.):						
Property Zoning:						
Architect Name and Number:						
Contractor Name and Number:						
Transaction Information						
Total Project Cost: \$ Down Payment: \$						
Loan Amount Requested: \$ Do you have an existing mortgage?						
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? \$						
Are there any other financial obligations (secured or unsecured loans) that the church is obligated to?						
If so, how much does the church pay each month? \$						

## **Local Government Resolution**

At a general church meeting						
we the undersigned Local G						
(C	hurch C	ity/Number) agi	reed to the fo	llowing:	The new const	ruction on the
property located at The new construction will in						(Address).
The new construction will in	nclude tl	ne following stru	ıctures:			
The construction project cos	st will no	ot exceed		. W	rith a down pay	ment of
The construction project cos, and the	remainii	ng balance, if an	y, of		, plus apr	olicable closing
costs, will be financed throu	ıgh a loa	n. The loan teri	ns are as foll	ows: Loa	an Type	C
(Fixed/Variable), Maximum						
years, Loan Due in						
	we und	lerstand fully the	e terms of thi	s transaci	tion.	
DDD ITT MAN (F					mymy D	
PRINT NAME	2	SIGNATURE			TITLE	
				_		

### **Local Member Resolution**

At a general church meeting held on		_ (month)	(day)	(year),
we the undersigned baptized members of	of the Apostolic	Assembly of the	e Faith in Christ Jesu	us church of
(Church City/	Number) agreed	to the followin	g: The new construc	ction on the
property located at				(Address).
The new construction will include the for	ollowing structur	res:		
The construction project cost will not or	raad		with a dayya nayana	nt of
The construction project cost will not ex, and the remaining b	valance if any o	, f	wiiii a dowii payiile plus applic	alli UI poble elegina
costs, will be financed through a loan.	The loan terms a	re as follows: I	, pius applic	Lable Closing
(Fixed/Variable), Maximum Interest Ra				
years, Loan Due in years an				
years, Loan Due in years an	d an estimated n	ionumy paymer	11 01	·
We underst	and fully the ter	ms of this trans	action.	
PRINT NAME		SIGNATURE		
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