

## **Corporate Resolution Checklist Refinance**

**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
- 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 Refinance

## General Information

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

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

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

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

Number of Baptized Members: \_\_\_\_\_

## Refinance 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? \_\_\_\_\_



## Local Member Resolution

At a general church meeting held on \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year), we the undersigned baptized members of the Apostolic Assembly of the Faith in Christ Jesus church of \_\_\_\_\_ (Church City/Number) agreed to the following: The refinance of the property located at \_\_\_\_\_ (Address).

The loan terms are as follows: Purpose of loan (Rate & Term, Cash Out, Other) \_\_\_\_\_, Loan amount \_\_\_\_\_ plus applicable closing costs, Loan Type \_\_\_\_\_ (Fixed/Variable), Maximum Interest Rate \_\_\_\_\_, Fixed for \_\_\_\_\_ years, Amortized over \_\_\_\_\_ years, Loan due in \_\_\_\_\_ years and an estimated monthly payment of \_\_\_\_\_. If cash out, the proceeds will be used for the following:

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We understand fully the terms of this transaction.

PRINT NAME

SIGNATURE

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