

Corporate Resolution Checklist Sale

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
- 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)
- Line item list of how proceeds will be utilized
- 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 Sale

General Information

Church Name: _____

Pastor's Name: _____

Pastor's Phone Number: _____

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

Number of Baptized Members: _____

Sale 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: _____

Do you need assistance with securing a Realtor: _____

If you have a recommendation, please provide your Realtor's name and number:

Transaction Information

Estimated market value: _____

What is this estimated market value based on: _____

Is there an existing mortgage on this property: _____

If yes, what is the principal balance owed: _____

Are there any liens or property taxes due? If yes, give amounts owed: _____

