### Corporate Resolution Checklist Landlord Lease/Sublease

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

Reale	state@apostolicnet.org
	Transaction Information Sheet
	Local Government Resolution
	Local Member Resolution
	Tenant Credit Application with supporting documentation
	Copy of proposed lease contract.
	District Resolution
_	3: Once the Corporate Resolution is approved by the General Board, please mail the ving original documents to the Corporate Office:
_	3: Once the Corporate Resolution is approved by the General Board, please mail the ving <u>original</u> documents to the Corporate Office:
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follow	ving <u>original</u> documents to the Corporate Office:
follon	Transaction Sheet Local Government Local Member
follow	Transaction Sheet Local Government
follow	Transaction Sheet Local Government Local Member
follow	Transaction Sheet Local Government Local Member District Resolution  Mailing Instructions:  Apostolic Assembly of the Faith in Christ Jesus
follow	Transaction Sheet Local Government Local Member District Resolution  Mailing Instructions:

## Transaction Information Sheet Landlord Lease/Sublease

#### **General Information**

Church Name:						
Pastor's Name:						
Pastor's Phone Number:						
The main point of contact (name/phone number):						
Number of Baptized Members:						
Church Property Information That Is To Be Leased Out						
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):						
Permitted Use:						
Transaction/Tenant Information						
Tenant name:						
Tenant contact person (name and number):						
How long is the proposed lease for:						
Has this tenant leased a property before:						
If so, how long was their previous lease:  Was the tenant ever behind in their lease payments:						
WAS THE TENANT EVEL DEHING IN THEIR TEASE DAVINGING.						

### **Local Government Resolution**

At a general church mee	ting held on	(me	onth)	(day)	(year),						
we the undersigned Loca											
located at					(Address)						
located at											
Name). The lease terms are as follows: Lease length months, Initial months gross lease payment \$, with annual increases of%, and a security											
gross lease payment \$		, with annua	al increases of	of%, a	nd a security						
deposit of \$	of \$ due at signing.										
We understand fully the terms of this transaction.											
PRINT NAME	NAME SIGNATURE			TITLE	TITLE						
			<del></del>								
	<del></del>										
			<del></del>								
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# **Local Member Resolution**

At a general church meeting held	d on	(month)	(day)	(year),
we the undersigned baptized mer				
(Churc				
located atcomprised of approximately				(Address)
comprised of approximately	square	e feet to	.1 7	(Tenant
Name). The lease terms are as for	ollows: Lease length	1.	months, Ini	tial monthly
gross lease payment \$	, With	n annual increases of	of%, a	nd a security
deposit of \$ due	e at signing.			
We	understand fully the	terms of this transa	ction.	
PRINT NAME		SIGNATURE		