

Corporate Resolution Checklist Landlord Lease/Sublease

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

Step 2: *The following documents need to be scanned and emailed to:*

Realestate@apostolicnet.org

- Transaction Information Sheet
- Local Government Resolution
- Local Member Resolution
- Tenant Credit Application with supporting documentation
- Copy of proposed lease contract.
- 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 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: _____

