

REQUEST FOR APPROVAL TO PURCHASE AN EXISTING BUILDING

Date: _____

Person completing the form: _____

Approval of the church board must precede submittal of any purchase offer by the church to seller.

The local church may submit a purchase offer to the seller, providing it includes the contingencies that (1) the purchase must win the approval (allow 60 days) of the District Board of Church Properties, and that (2) the securing of satisfactory financing is necessary and must be definitely assured. Cash deposits must be subject to immediate return to the church should above contingencies not be met.

The church should complete questions 1 through 24 of this application and return this application form to the District Board of Church Properties, together with a copy of the purchase offer to the seller. The request will be reviewed by the board within 21 days of receipt and returned to the church. The church may then proceed with the vote of the church membership to purchase if the request is approved.

Following the congregational vote, the form should be sent to the district superintendent for his signature of approval. The approval of the district superintendent is required to finalize the purchase. The pastor and trustees may then arrange for the final purchase settlement.

It is required that the local church secure the counsel of an attorney throughout these negotiations with the seller.

1. The _____ Church requests permission from the District Board of Church Properties to purchase an existing building and lot at:

Address

City

County

2. Is the deed marketable? _____ Are there any easements or other restrictions on the deed? _____
If so, what? _____

3. Who will search and guarantee the deed? _____

4. What comparable recent sales/values have you checked? _____

5. Is timing critical in this transaction? If so, describe its urgency. _____

6. The purpose for which the building and lot will be purchased is to provide _____

a. If this building is to be used as a parsonage, what disposal shall be made of the present parsonage, if any? _____

b. If the present parsonage is being sold, what is the sale price?

What, if any, is the outstanding indebtedness against the present parsonage? _____

7. What is the zoning? _____ Is a zoning variance necessary to use the building for your desired purpose? _____

8. When was the building last occupied? _____

9. Description of the neighborhood _____

10. What is the lot size? _____

Attach a complete site survey or other drawings, showing: sheet, lot-size, placement of the building, outbuildings, trees, fences, utilities, roads, streets, easements, rights of way, and building setback.

a. State the general condition of lawn, trees, shrubs (if any). _____

b. Is there evidence of poor drainage? _____

11. Describe the building (include photographs).

a. Size _____ Type of construction _____

b. Foundation _____

c. Age of building _____

d. Exterior: Type of siding _____

e. Type of roofing _____ Age of roofing _____

f. Are there storm windows? _____

g. Screens? _____

h. Description of general maintenance and appearance _____

12. Are the following utilities and improvements installed?

City water _____ well water _____ electricity _____ gas _____ city sewer _____

septic tank _____ telephone _____ driveway _____ streets paved? _____

a. Are public sidewalks in? _____

b. Number of stories _____ Basement _____

c. What outbuildings are on the lot? _____

13. If the building is not a dwelling, attach a plan of its interior layout and facilities, along with photographs of the exterior.

Type of heating equipment _____

Fuel _____ Condition of heating equipment _____

Is there air conditioning? _____ No. of units & tons _____

Describe type and condition of interior walls. _____

Ceilings _____

Flooring _____

Does the wiring seem to be in good condition? _____

Is the building wired for voltage of 110V? _____ other _____ V

What is the ampere rating of the main electric service? _____

Type and condition of plumbing _____

Type and condition of water heater _____

Is there wall-to-wall carpet? _____

14. If the building is a dwelling, provide the following information:

Size of living room _____ size of dining room _____ size of kitchen _____

size of foyer, if any _____ size of bedrooms (1) _____ (2) _____ (3) _____

(4) _____ (5) _____

How many baths? _____ Is there enough kitchen cabinet space? _____

List other rooms _____

Does purchase include the following appliances?

Range and oven _____ Refrigerator _____ Dishwasher _____

Garbage disposal _____ Clothes washer _____ Clothes dryer _____

What is the ampere rating of the main electric service? _____

Is the house wired for voltage of 110V? _____ other _____ V

Type and condition of plumbing _____

Type and condition of heating equipment _____ Fuel _____

Is there air conditioning? _____ Type _____

Type and condition of water heater _____

Is there wall-to-wall carpet? _____

Does purchase include window shades, curtains, draperies? _____

15. What is the condition of basement (height, finish or ceilings, walls and floors)? _____

16. What kind of immediate repairs are necessary? _____

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17. What will be the recurring maintenance needs? _____
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18. Is there a market demand for other, such buildings in this area? _____
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19. What is the asking price? \$ _____
 What is the purchase offer price? \$ _____
 What is the appraised value? \$ _____
20. Who is the realtor? _____
 What is the realtor's fee? _____
21. How much must be borrowed? \$ _____ (If any, submit "Request for Approval to Borrow Money.")
- a. From whom will you borrow? _____
 - b. Will there be a mortgage? _____ What is the interest rate? _____
 Monthly payments \$ _____ Term of loan: _____
 Are there any special details about the loan? _____
 Does the church have a firm loan commitment? _____ Until when? _____
 - c. How will the monthly payments affect your local church budget and/or the pastor's salary?

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22. At the closing, or settlement meeting, you may be required to pay the following closing costs: transfer tax, title guarantee and search fee, survey fee, credit rating investigation fee, property tax adjustment, deed preparation fee, deed and mortgage recording fees, other attorney's fees, etc.
 Have you checked to determine what your closing cost will be? _____ Amount? \$ _____
23. Including this loan, what will be the church's total indebtedness? \$ _____
24. What was the total income of your church for each of the past five years?
 20__ \$ _____; 20__ \$ _____; 20__ \$ _____;
 20__ \$ _____; 20__ \$ _____
25. Why is this proposed purchase a reasonable and practical project? _____
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