

Request to District Properties Board

INSTRUCTIONS: Copy and paste this application to your word processor. Complete all applicable parts pertaining to your request. Use as much space as necessary. When completed send it to the District Superintendent (ds@upstatedistrict.org) and Properties Board at propertiesboard@upstatedistrict.org in .pdf or another standard format or copy and paste it back to your email program

Church Name:

Address:

Phone #:

Contact Persons: Pastor:

Phone:

Email:

Cell#:

Building Chairman:

Phone:

Email:

Cell#:

Subject of Request: Purchase Property _____ Build Church _____
 Pave Parking Lot _____
 Other: (specify)

Details of Request: (Be very specific as to what you want to do)

Why do you want to do this? (ie: need more classrooms, parking lot is muddy after rain, etc.)

What is the total cost?

How are you going to pay for this? (ie: bank loan, individual loan, etc) (If loan, what type of loan & who will sign loan?)

Do you have any debts? (Please list all debts and payoff dates)

How much cash reserves do you have?

Savings \$

Checking \$

Other (please list each one):

Have you paid all budgets for the past two years? _____ **YES** _____ **NO**

(Includes District, ENC, P&B, WEF)

If not, which ones have you not paid in full?

Do yo have a full time Pastor? _____ **YES** _____ **NO**

Have you been delinquent in paying your Pastor any part of his/her salary package?

_____ **YES** _____ **NO** **If yes, please explain:**

How will this request effect your congregation spiritually?

How will this request effect your congregation financially?

Average # in congregation each Sunday:

Average giving each Sunday: \$

Who is your general contractor/lead person on this project:

What is his/her background/experience:

Other information or comments that might be helpful:

Attachments: (pictures, drawings, tax maps, site plan, floor plans... should be scanned in and attached as JPG file attachments)