

Request to District Properties Board Sell Real Property

Date: _____

Church Name: _____

Address: _____

Phone #: _____

Contact Persons: Pastor: _____

Phone: _____

Email: _____

Cell#: _____

Other: _____

Phone: _____

Email: _____

Cell#: _____

This request is being forwarded to you for your completion because you have contacted the District Superintendent or a property board member for assistance. It is being done by email to make use of today's technology and to expedite transmissions between you and the properties board and between property board members.

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, copy and paste your completed application into your email program and send it to the District Superintendent (ds@upstatedistrict.org) and to the property board at propertiesboard@upstatedistrict.org)

1. Request permission to sell church property as described below. (Please state type of building, size, material, land, and description.)

2. List your reasons for selling:

3. What provision(s) for replacement of these facilities has been made?

4. The building and land have been officially appraised (two appraisals would be good):

a. by _____, as having a market value of \$ _____.

b. by _____, as having a market value of \$ _____.

c. Do you have copies of the appraisals: Yes ___ No ___

5. Your selling price is \$

Do you have a bona fide purchase offer? YES___; NO ___.

Amount of offer:

Do you have a copy of the offer: Yes ___ No ___

6. What is the outstanding indebtedness against the property, if any? \$ _____.

a. Will the property be sold through a real estate agency? YES__ NO__.

b. What commission will the church pay? ___%.

c. What will be the total of other selling costs? \$ _____.

d. What will the net proceeds to the church be? \$ _____.

7. The counsel of a competent attorney is required. Who is your attorney?

Name:

Address:

Phone:

8. Has your Church Board voted on the question of presenting the sale to your church membership. Yes ___ No ___

Date of Church Board Vote:

Total Number of Ballots Cast: _____ YES ___ NO ___

9. Has your Church Membership voted on the sale of this property? Please record the voting of the membership.

Date of Church Meeting:

Total Number of Ballots Cast: _____ YES _____ NO _____