

**TRACK 1 – ACQUISITION OF PROPERTY
REPORT FORM NUMBER 1**

Submit completed form to: District Committee on Properties & Buildings, Western PA District/CMA

DATE: _____

NAME OF CHURCH: _____

ADDRESS: _____ PHONE: _____

E-MAIL: _____

PASTOR: _____

SECRETARY OR BUILDING COMMITTEE CHAIRMAN: _____

PHONE: _____ EMAIL: _____

I TYPE OF PROPERTY TO BE PURCHASED? _____

II INTENDED USE: _____

III SIZE OF PLOT: : _____

(PLEASE ATTACH DIAGRAM SHOWING BUILDING LOCATIONS, IF THERE ARE SUCH, STREETS, ALLEYS, RIGHT-OF-WAYS, ETC.)

IV LOCATION ADDRESS: : _____

Type of Community:

- Residential Specific race populated area Industrial Heavy truck route Commercial
Near depressed area Rural Near railroad Older housing area Near factories
New development Near airport

V PHYSICAL CHARACTERISTICS:

1. Give a general description of topography including any unique characteristics such as springs, creeks, drainage conditions, etc. _____

(IF A TOPOGRAPHICAL SURVEY HAS BEEN DONE, PLEASE ATTACH A COPY)

2. Does the property have any known undesirable characteristics? Yes No If yes, please explain: _____

3. Are utilities available?

Public water Public sewerage Electric Gas Telephone

If public water is not available, is there an approved alternative? Yes No

What is the installation cost? _____

3. (Continued)

If public sewers are not available, what alternative will you use? _____

What is the projected installation cost? _____

Have you obtained the proper permits? _____

V PHYSICAL CHARACTERISTICS (Continued)

- 4. Is there any potential danger of flooding? Yes No If so, is flood insurance available Yes No
- 5. Has adequate provision been made for surface water drainage? Yes No _____
- 6. Have core samples been taken to determine subsurface soil conditions? Yes No
If yes, what were the results? _____
- 7. Is fire protection available? Yes No How close is fire hydrant? _____
How close is fire station? _____
- 8. What is the visibility in footage for access or egress? _____
- 9. Is site visible to motoring public on through streets or highways? Yes No
- 10. Is site easily accessible to motoring public? Yes No By what means? _____
(main road, main street, one-way street, etc.)
- 11. Is there provision for Off-street parking Yes No Number of auto _____

VI PERIMETER INFORMATION

- 1. Frontage feet
On highway _____ Street _____ Paved Road _____ Unpaved road _____
- 2. Give a brief description of all adjoining properties _____

- 3. If a subdivision map is available, please attach a copy.

VII ZONING REQUIREMENTS

- 1. Zoning Status _____
- 2. Set-back requirements _____
- 3. Parking restrictions _____
- 4. Building type limitation _____
- 5. Is there a need for a variance Yes No If so, has an application been submitted? Yes No
Has the variance been granted? Yes No

VIII LEGAL FACTORS

- 1. Is there a clear title? Yes No _____

2. Will you obtain title insurance? Yes No _____

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VIII LEGAL FACTORS (Continued)

3. Are there any "rights-of-way" or other restrictions in the deed or auxiliary agreements? Yes No _____

4. Will the Reversion of Property Clause be included in the new deed? Yes No

If not, why? _____

IX FINANCIAL DATA

1. Purchase price \$ _____

Did you have the property appraised by a professional real estate appraiser? Yes No

2. How much available money does the church have toward this purchase? \$ _____

3. How do you propose to finance the balance? _____

4. If a loan is necessary, how much do you plan to borrow? \$ _____

From where? _____

Do you have a firm commitment? Yes No What are the terms of the proposed loan?

Rate of interest _____% Monthly payments \$ _____ Number of years? _____

5. If you have an alternative plan, please explain it. _____

6. Please submit financial reports for each of the past three years and current YTD reports, including balance sheet.

X BUILDINGS

1. Type _____

2. Size: Square Feet _____ Number and type of rooms _____

(PLEASE ATTACH DIAGRAM SHOWING FLOOR PLAN)

3. Type of construction: Frame Masonry Steel

4. Age of buildings _____

5. General Condition (Please check one)	POOR	AVERAGE	GOOD
Basic structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(PLEASE ATTACH PHOTOGRAPHS)

