

TRACK 5 – SALE OF PROPERTY

REPORT FORM NUMBER 5

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: _____

We, the officers of the above named church, submit the following information relative to the proposed sale of the described church property:

(Complete the following form)

I PROPERTY TO BE SOLD

- 1. Church
- 2. Parsonage
- 3. Multi-Purpose Building
- 4. Other _____

To whom is the property being sold? (if information is available) _____

II FINANCIAL INFORMATION

1. Cost of property when acquired \$ _____ Date: _____

2. _____ Professional _____ appraisal \$ _____

3. Asking Price \$ _____

4. The following amount has been offered for the above mentioned \$ _____

5. Of this amount, we will have to pay for various expenses which are specified as follows:
(transfer taxes, commissions, etc.) _____

TOTAL \$ _____

6. After all expenses are paid, we expect to have a total of \$ _____

III CONSIDERATION BY MEMBERSHIP

1. This offer has been considered by:

Church Governing Board Vote: Yes _____ No _____ Date: _____
(number) (number)

Membership

Vote: Yes _____ No _____
(number) (number)

Date:

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IV PROPOSED USE OF MONEY RECEIVED

How will the proceeds of the sale be used?

- 1. To reduce present indebtedness? _____
- 2. To build another building? _____ Type? _____
- 3. Other _____

V HAVE ADEQUATE ARRANGEMENTS BEEN MADE FOR CONTINUED SERVICES? _____

VI PLEASE ENCLOSE PHOTOGRAPHS OF BUILDING(S) TO BE SOLD (if available).

Signed _____

Title _____

FOR DISTRICT COMMITTEE ON PROPERTIES & BUILDINGS USE ONLY

DATE OF MEETING _____

ACTION TAKEN _____

APPLICANT INFORMED BY: Letter Phone Both Date _____



Chairman _____

Secretary _____

Member _____