**REQUEST FOR PERMISSION TO PURCHASE PROPERTY**

North Central Ohio District Church of the Nazarene Properties Board

Church: Click or tap here to enter text. Date: Click or tap here to enter text.

This request is made in compliance with paragraph 103-104.3, Manual, Church of the Nazarene.

PROCEDURAL GUIDELINES:

* The pastor may submit a purchase offer to the seller providing it includes the contingencies of: (1) written approval of both the Properties Board and the District Superintendent (2) the securing of financing, if financing is necessary.
* The pastor should complete each blank in questions 1 through 16 (enter n/a where the question is “not applicable”) and then return this application form, together with a copy of the purchase offer and diagram of the lot, to the District Superintendent.
* The request will be reviewed by the Properties Board and returned to the pastor.
* The pastor may then proceed with the vote of the church membership in compliance with the Manual.
* The pastor should then complete item 18 and return the application from to the District Superintendent who will give the request his final consideration and signature, providing all matters are clear.
* When the District Superintendent returns the finally completed from to you, the pastor and the trustees may then arrange for the final purchase settlement.
* It is recommended that the local church secure the counsel of a competent attorney throughout these negotiations, especially in the area of a title search on the property in question. Under no circumstances will approval be given until a clear title has been demonstrated.
1. The Click or tap here to enter text. Church of the Nazarene requests permission from the NCO District Church of the Nazarene Properties Board to purchase an existing dwelling/lot at (address, city, state) Click or tap here to enter text. , in (county) Click or tap here to enter text. County, Ohio.
2. The purpose for which the dwelling and lit is being purchased is to provide Click or tap here to enter text.

If this dwelling is to be used as a parsonage, what disposal shall be made of the present

 parsonage, if any? Click or tap here to enter text.

1. Describe the exterior of the dwelling:

Outside dimensionsClick or tap here to enter text.

Number of stories Click or tap here to enter text.

Is there a basement? Click or tap here to enter text.

Is there a garage? If so, what are the dimensions? Click or tap here to enter text.

Date of original construction Click or tap here to enter text.

Is the deed marketable? Click or tap here to enter text.

Has an attorney searched the deed? Click or tap here to enter text.

Are there any easements on the deeds (right-of-way for a road, power line, water or sewer lines, etc.) If so, what? Click or tap here to enter text..

Exterior:

Type of siding:

Type of roofing:

Type of design:

Are there storm windows?

Are there screens?

Describe the general maintenance of the dwelling and appearance:

1. Describe the interior of the dwelling:

Name of Room/Dimensions: Click or tap here to enter text.

Name of Room/Dimensions: Click or tap here to enter text.

Name of Room/Dimensions: Click or tap here to enter text.

Name of Room/Dimensions: Click or tap here to enter text.

Name of Room/Dimensions: Click or tap here to enter text.

Name of Room/Dimensions: Click or tap here to enter text.

Name of Room/Dimensions: Click or tap here to enter text.

Number of bathrooms: Click or tap here to enter text.

Type of heating system/Date of Installation if known: Click or tap here to enter text.

Describe type the condition of the heating/cooling system: Click or tap here to enter text.

Describe type the condition of the walls: Click or tap here to enter text.

Describe type the condition of the ceilings: Click or tap here to enter text.

Describe type the condition of the flooring: Click or tap here to enter text.

Describe type the condition of the wiring: Click or tap here to enter text.

Is the dwelling wired for 110 or 220? What is the service amperage? Click or tap here to enter text.

Describe type the condition of the plumbing

Describe type the condition of the hot water heater

List items included in the purchase of this dwelling (i.e., appliances): Click or tap here to enter text.

Describe type the condition of the basement (height, general condition, is there evidence of dampness or dryrot): Click or tap here to enter text.

Describe immediate repairs that may be necessary: Click or tap here to enter text.

1. Describe the lot:

Dimensions: Click or tap here to enter text.

Please attach a general outline of the lot showing placement of the dwelling, garage, trees, fences, other buildings, etc.

Describe type the condition of the lawn, trees and shrubs: Click or tap here to enter text.

Is there evidence of poor drainage? Click or tap here to enter text.

What is the zoning? Click or tap here to enter text.

Will a zoning change be necessary to use the house for your intended purpose? Click or tap here to enter text.

When was the dwelling last occupied? Click or tap here to enter text.

Do you intend to rent the dwelling to another party? Click or tap here to enter text.

 If so, how much income will you realize per month? Click or tap here to enter text.

What will be the annual total of real estate taxes for which you will be liable? Click or tap here to enter text.

Describe the neighborhood (City, town, rural, sparsely settled; lower-, middle- or upper-class homes, etc.) Click or tap here to enter text.

1. Describe the utilities and improvements installed:

City water: Click or tap here to enter text.

Gas (Natural or LP) : Click or tap here to enter text.

Electricity: Click or tap here to enter text.

Sewage (City or septic system): Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Driveway: Click or tap here to enter text.

Is the street paved? Click or tap here to enter text.

Are there public sidewalks on the property? Click or tap here to enter text.

1. Is there a market demand for housing in this area? Click or tap here to enter text.
2. What is the “asking” price? $Click or tap here to enter text.

What is the “purchase offer” price? $Click or tap here to enter text.

What is the appraised value? $Click or tap here to enter text.

Who made the appraisal (Realtor, Professional Registered Appraiser, Bank Appraiser)? Click or tap here to enter text.

What is the present tax assessment? $Click or tap here to enter text.

1. Name and address of your realtor: Click or tap here to enter text.
2. How much cash can the church offer as a down payment? $Click or tap here to enter text.

How much must be borrowed? $Click or tap here to enter text.

From whom? Click or tap here to enter text.

Will there be a mortgage? Click or tap here to enter text.

What is the interest rate? Click or tap here to enter text.

What is the term (length of time)? Click or tap here to enter text.

How much are the monthly payments? Click or tap here to enter text.

Are there any special details about the loan? Click or tap here to enter text.

How will the monthly payments effect your local church budget? Click or tap here to enter text.

1. Including this loan, what will be the total church indebtedness? Click or tap here to enter text.

With this property, what will be the total real estate value of the church property? Click or tap here to enter text.

1. Did your church pay all district and denominational budgets in full last year? Click or tap here to enter text.

Will your church pay all budgets in full this year? If not, explain why. Click or tap here to enter text.

Please list “Raised for all Purposes” the past five years.

Year/RAP: Click or tap here to enter text.

Year/RAP: Click or tap here to enter text.

Year/RAP: Click or tap here to enter text.

Year/RAP: Click or tap here to enter text.

Year/RAP: Click or tap here to enter text.

1. In your opinion, is this proposed purchase an advisable and practical project? Click or tap here to enter text.
2. Please record the action of the local church board to approve this proposal pending district approval:
	1. Date of the vote: Click or tap here to enter text.
	2. Total number of Board Members:Click or tap here to enter text.
	3. Total Board Members Present: Click or tap here to enter text.
	4. Total ballots cast:Click or tap here to enter text.
	5. Number of “Yes” votes: Click or tap here to enter text.
	6. Number of “No” votes: Click or tap here to enter text.

**At this point, return this form to the District Superintendent for the approval of the Properties Board.**

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1. Subject to the vote of the local church membership, approval is hereby given to the Click or tap here to enter text. Church of the Nazarene to purchase property according to the above plans, with the following alterations: Click or tap here to enter text.

Date: Click or tap here to enter text.

Typed Signature: Secretary, NCO District Properties Board: Click or tap here to enter text.

**At this point, return this form to the Pastor for the church vote.**

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1. Please record the vote of the church membership on this proposal in the space below:

a. Date of the vote Click or tap here to enter text. .

b. Total number of Church Members Click or tap here to enter text.

c. Total Church Members Present Click or tap here to enter text.

d. Total ballots cast Click or tap here to enter text.

e. Number of “Yes” votes Click or tap here to enter text.

f. Number of “No” votes Click or tap here to enter text.

**At this point, please return this form to the District Superintendent for approval.**

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1. Final approval to purchase the herein described property is hereby granted.

Date: Click or tap here to enter text.

Typed Signature: District Superintendent, NCO District Properties Board: Click or tap here to enter text.

**At this point, return this form to the Pastor.**

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1. Final papers were passed on this date: .

Date: Click or tap here to enter text.

Typed Signature: Pastor: Click or tap here to enter text.

**At this point, return a copy of this form to the district office to file.**

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