**REQUEST FOR PERMISSION TO SELL CHURCH PROPERTIES**

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.

1. The Click or tap here to enter text. Church of the Nazarene respectfully requests permission from the NCO District Properties Board and the District Superintendent, according to the provisions of the Manual of the Church of the Nazarene, to sell its real estate as herein described. (State type of building(s), use of the building(s), size and type of construction of the building(s), land dimensions and general description. (Attach additional sheets if necessary.) Click or tap here to enter text.
2. List your reasons for selling: Click or tap here to enter text.
3. The building(s) and land has been officially appraised by:

 a. [ ]  Professional Registered Appraiser

 b. [ ]  Real Estate Broker

 c. [ ]  Real Estate Agent

 d. [ ]  Other (Please explain):Click or tap here to enter text.

 e. Name and business address of the appraiser/agent: Click or tap here to enter text.

1. The type of appraisal submitted is:

 a. [ ]  Detailed Professional Appraisal (Please attach copy)

 b. [ ]  Letter of Professional Opinion by a Professional Appraiser (Please attach copy)

 c. [ ]  Other (Please explain) Click or tap here to enter text.

1. The market value of the building(s) has been appraised by the above as follows:

 Name of Building/Appraised Market Value

 a. Click or tap here to enter text.

 b. Click or tap here to enter text.

 c. Click or tap here to enter text.

1. The TOTAL appraised market value of building(s) and land is $Click or tap here to enter text.
2. Date of the appraisal Click or tap here to enter text.
3. What is the estimated replacement value of the building(s)?

 Name of Building/Estimated Replacement Value

 a. Click or tap here to enter text.

 b. Click or tap here to enter text.

 c. Click or tap here to enter text.

1. The building(s) is now insured against total loss by fire for the following amount(s):

 Name of Building/Insured Amount

 a. Click or tap here to enter text.

 b. Click or tap here to enter text.

 c. Click or tap here to enter text.

1. Your selling price is $Click or tap here to enter text.
2. The purchase offer is $Click or tap here to enter text.
3. [ ]  We do have a bona fide purchase offer. (Please attach copy)

[ ]  We do not have a bona fide purchase offer.

1. Will the property be sold through a Real Estate Agency? . [ ]  Yes . [ ]  No.
	1. If “Yes” what commission will the church pay? $Click or tap here to enter text. ;Click or tap here to enter text.%.
	2. What will be the total of other selling costs? $Click or tap here to enter text.
	3. After liquidating any outstanding amounts of any existing mortgages, what will be the net amount realized by the church? $Click or tap here to enter text.
	4. The present mortgage balance is $Click or tap here to enter text.. This mortgage is now held at a rate of Click or tap here to enter text.% per annum for a total of Click or tap here to enter text. years; our monthly payments are $Click or tap here to enter text..
	5. Financial obligations other than existing mortgages to be paid from the sale of this property are: Click or tap here to enter text.
2. Have you sought the counsel of a competent attorney? [ ]  Yes [ ]  No.
If “yes”, give his name and business address: Click or tap here to enter text..
3. 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 sell the above described property with the following changes: 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 Local Church Membership on the above sale proposal.

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 sell the above listed 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. What is the anticipated “closing” date for this sale? Click or tap here to enter text.
2. The sale was actually closed on this date: Click or tap here to enter text.

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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