

INFORMATION FORM FOR REAL ESTATE PROPERTY

_____PURCHASE

_____MORTGAGE

- a. Name and address of church: _____
- b. Action for which approval is requested: _____ Buy _____ Mortgage _____ Other Loan
- c. Brief description of property and/or project: _____
(Attach legal description)
- d. Reason for the action and long term effect on the life of the church _____
Total cost \$ _____
- e. Financial arrangement?
 - 1. Appraised value/estimated cost: \$ _____
 - 2. Contract price: \$ _____
 - 3. Terms of contract: _____
 - 4. Date of expiration of offer/option/bid: _____
Seller/Contractor name: _____Money on hand to be applied to contract: \$ _____
Source of funds to be used in meeting this obligation: _____
Lending Institution: _____
Annual rate of Interest: % Total Interest: \$ _____
Schedule for payments/approximate date of final payment: _____
Anticipated period of loan or lease: _____
Evidence of ability to repay loan and maintain adequate cash flow: _____
Amount of loan (if any): \$ _____
- f. Current mortgages and any other indebtedness on the part of a church obtaining a loan: _____

 - 1. Principal Outstanding _____ Payment Schedule _____ Frequency _____
Scheduled last payment _____
 - 2. Principal Outstanding _____ Payment Schedule _____ Frequency _____
Scheduled last payment _____Total of current debt servicing payments: _____ Per month _____ Per year
Are they current? _____
- g. Date of Session recommendation: _____
- h. Date of congregational action: _____
 - 1. Number of people in attendance at meeting: _____
 - 2. Number of "Yes" votes: _____ Number of "No" votes: _____ (Preferably taken by ballot)
- i. Signature _____ Date: _____
(Clerk of Session)
- j. Date of Administration Team Action: _____
- k. Date of Presbytery Action: _____