

INFORMATION FORM ON REAL ESTATE PROPERTY FOR

_____SALE _____LEASE

- a. Name and address of church: _____
- b. Action for which approval is requested: _____ Sell _____ Lease
- c. Brief description of property: _____
- d. Reason for the action: _____

- 1. Is it used for worship or church program? _____
- 2. Is it adjacent or near currently used property? _____
- 3. How will property be used? _____
- 4. What effect will sale have on future life of church? _____

- e. How are funds obtained in selling or leasing to be used? _____

- f. Financial arrangement? _____

- 1. Appraised value \$ _____
- 2. Selling price \$ _____
- 3. Terms of Sale/Lease _____
- 4. Termination _____
- 5. Date of expiration of offer _____
- 6. Buyer/Lessee Name _____
- 7. B/Ls ability to meet terms of contract: _____

- 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: _____