

GREATER NEW YORK CORPORATION

BUILDING PURCHASE & MORTGAGE APPLICATION

Please complete EVERY section on this sheet. The Corporation Board will reject an incomplete application.

<u>GENERAL INFORMATION</u>	<u>Date:</u>
Church Name:	
Application for: Purchase of property <input type="checkbox"/> Remodeling existing property <input type="checkbox"/> Refinance <input type="checkbox"/>	
Description of property	
1. Address:	
2. Size:	
3. List buildings on property (attach Certificate of occupancy)	
.....	
4. Brief property description (Please attach a map of location)	
.....	
.....	
On site Parking? Yes <input type="checkbox"/> No <input type="checkbox"/> if No Distance to Public Transportation:	

<u>PROPOSED USE:</u>
What is the proposed use of the property being acquired? (If a remodeling project, please describe the project in detail.) Attach any bids or plans that may help to describe these plans. Please describe complete project.
.....
.....
.....
Any variance needed Yes <input type="checkbox"/> No <input type="checkbox"/> if yes list them:

COST OF PROJECT	
Purchase Price	\$
Closing Costs	\$
Construction or Renovation Cost (1)	\$
TOTAL	\$

(1) Attach detailed estimate and include the name of the Architect/Engineer or Contractor.

FUNDS AVAILABLE	
Cash on Hand	\$
Loan Amount (1)	\$
Donated Labor	\$
Conf. Build.Fund (2)	\$
TOTAL	\$

(1) Attach a signed Atlantic Union Revolving Fund application.
(2) Attach letter that confirm this appropriation

Current Loans Information	Expense Information
Mortgage Balance	\$
Another Loans Balance	\$
	Monthly Rent
	\$
	Monthly Mortgage
	\$

TITHE

Please enter your church's tithe for the current year, and for the past three (3) years.

Current YTD	Year	Year	Year
\$	\$	\$	\$

SIGNATURES ON BEHALF OF CHURCH

(1) PASTOR

Print Name

(2) TREASURER

Print Name

(3) HEAD ELDER

Print Name

(4) BUILDING COMMITTEE CHAIRPERSON

Print Name

CONFERENCE RECOMMENDATION

President

Executive Secretary

Treasurer

CORPORATION RECOMMENDATION

President

Executive Secretary

Treasurer

IMPORTANT INFORMATION:

1. The church must be up to date with Church Audit, Clerk reports, Conference remittance, ABC payments, AURF payments, Adventist Risk Management Insurance payments, Corporation payments.
2. **The Church is responsible for the expenses incurred in the process of purchase the property, even in case of withdrawing the purchase after having started the process.** The Greater New York Corporation does not charge to the Church for labor of its staff.
3. For Building improvements or remodeling, when the project is finished, the Church Treasurer must submit copies of all documents that support the Cost of the project to the office of the Corporation treasurer to record in the ledger. These documents are: Contracts, Invoices and receipts, and copies of the checks paid. This is a requirement of the General Conference Auditing Services.

ATTACHMENTS**Required**

1. Church Financial activity report (income & Expense) Year to date and for the last three (3) years.
2. Church Board minutes
3. Church Business meeting minutes
4. Signed Revolving Fund Application
5. Church Budget

Recommended

1. Map of location or survey
2. Bids from contractor for building or renovation
3. Building Plans
4. Summary of Pledges or Commitments