

**N.W.O. DISTRICT  
CHURCH OF THE NAZARENE**

**REQUEST FOR APPROVAL  
TO PURCHASE AN EXISTING BUILDING**  
Date \_\_\_\_\_

Approval of the church board must precede submittal of any purchase offer by the church to seller. The local church may submit a purchase offer to the seller, providing it includes the contingencies that (1) the purchase must win the approval (allow 60 days) of the District Board of Church Properties, and that (2) the securing of satisfactory financing is necessary and must be definitely assured. Cash deposits must be subject to immediate return to the church should above contingencies not be met.

The church should complete questions 1 through 24 of this application and return this application form to the district, together with a copy of the purchase offer to the seller.

The request will be reviewed by the District Board of Church Properties within 21 days of receipt and returned to the church.

The church may then proceed with the vote of the church membership to purchase.

The district superintendent may then complete the form with his signature of approval and return the form to the church. The approval of the district superintendent is required to finalize the purchase. The pastor and trustees may then arrange for the final purchase settlement.

It is required that the local church secure the counsel of an attorney throughout these negotiations with the seller.

1. Date. \_\_\_\_\_
2. The \_\_\_\_\_ Church.
3. Is the deed marketable? \_\_\_\_\_ Are there any easements or other restrictions on the deed? \_\_\_\_\_  
If so what? \_\_\_\_\_  
\_\_\_\_\_
4. What comparable recent sales/values have you checked? \_\_\_\_\_  
\_\_\_\_\_
5. Is timing critical in this transaction? If so, describe its urgency. \_\_\_\_\_  
\_\_\_\_\_
6. The purpose for which the building and lot will be purchased is to provide \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- a. If this building is to be used as a parsonage, what disposal shall be made of the present parsonage, if any? \_\_\_\_\_  
\_\_\_\_\_
- b. If the present parsonage is being sold, what is the sale price? \_\_\_\_\_  
What, if any, is the outstanding indebtedness against the present parsonage? \_\_\_\_\_
7. What is the zoning? \_\_\_\_\_ Is a zoning variance necessary to use the building for your desired purpose? \_\_\_\_\_
8. When was the building last occupied? \_\_\_\_\_
9. Description of the neighborhood \_\_\_\_\_  
\_\_\_\_\_
10. What is the lot size? \_\_\_\_\_

Attach a complete site survey or other drawings, showing: sheet, lot size, placement of the building, outbuildings, trees, fences, utilities, roads, streets, easements, rights-of-way, and building setback.

- a. State the general condition of lawn, trees, shrubs (if any): \_\_\_\_\_  
\_\_\_\_\_
- b. Is there evidence of poor drainage? \_\_\_\_\_
11. Describe the building (include photographs). a. Size \_\_\_\_\_  
Type of construction \_\_\_\_\_ Foundation \_\_\_\_\_  
b. Age of the building \_\_\_\_\_ c. Exterior: Type of siding \_\_\_\_\_  
\_\_\_\_\_ Type of roofing \_\_\_\_\_  
Age of roofing \_\_\_\_\_ Are there storm windows? \_\_\_\_\_  
Screens? \_\_\_\_\_ Description of general maintenance and appearance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Are the following utilities and improvements installed? City water \_\_\_\_\_ well water \_\_\_\_\_  
electricity \_\_\_\_\_ gas \_\_\_\_\_ city sewer \_\_\_\_\_ septic tank \_\_\_\_\_  
telephone \_\_\_\_\_ driveway \_\_\_\_\_ streets paved \_\_\_\_\_  
a. Are public sidewalks in? \_\_\_\_\_ b. Number of stories \_\_\_\_\_ Basement \_\_\_\_\_  
c. What outbuildings are on the lot? \_\_\_\_\_
13. If the building is not a dwelling, attach a plan of its interior layout and facilities, along with photographs of  
the exterior. Type of heating equipment \_\_\_\_\_ Fuel \_\_\_\_\_  
Condition of heating equipment \_\_\_\_\_  
Is there air conditioning? \_\_\_\_\_ No. of units & tons \_\_\_\_\_  
Describe type and condition of interior walls \_\_\_\_\_  
\_\_\_\_\_  
Ceilings \_\_\_\_\_  
Flooring \_\_\_\_\_  
Does the wiring seem to be in good condition? \_\_\_\_\_  
Is the building wired for voltage of 110V \_\_\_\_\_ Other \_\_\_\_\_ V  
What is the ampere rating of the main electric service? \_\_\_\_\_  
Type and condition of plumbing \_\_\_\_\_  
Type and condition of water heater \_\_\_\_\_  
Is there wall-to-wall carpet? \_\_\_\_\_  
Are there draperies? \_\_\_\_\_
15. What is the condition of basement (height, finish or ceilings, wall and floors)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is there evidence of excessive dampness in the basement? \_\_\_\_\_
16. What kind of immediate repairs are necessary? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Is there a market demand for other such buildings in this area? \_\_\_\_\_  
\_\_\_\_\_

18. What is the asking price? \_\_\_\_\_ What is the purchase offer price? \_\_\_\_\_  
 What is the appraised value? \_\_\_\_\_
19. Who is the realtor? \_\_\_\_\_ What is the realtor's fee? \_\_\_\_\_
20. How much must be borrowed? \_\_\_\_\_ a. From whom will you borrow? \_\_\_\_\_  
 b. Will there be a mortgage? \_\_\_\_\_ What is the interest rate? \_\_\_\_\_  
 Monthly payments \$ \_\_\_\_\_ Term of loan: \_\_\_\_\_ Are there any special details about  
 the loan? \_\_\_\_\_  
 Does the church have a firm loan commitment? \_\_\_\_\_ Until when? \_\_\_\_\_
- c. How will the monthly payments affect your local church budget and/or the pastor's salary? \_\_\_\_\_  
 \_\_\_\_\_
21. At the closing, or settlement meeting, you may be required to pay the following closing costs: transfer tax,  
 title guarantee and search fee, survey fee, credit rating investigation fee, property tax adjustment, deed  
 preparation fee, deed and mortgage recording fees, other attorney's fees, etc. Have you checked to  
 determine what your closing cost will be? \_\_\_\_\_ Amount \$ \_\_\_\_\_
22. Including this loan, what will be the church's total indebtedness? \_\_\_\_\_
23. What was the total income of your church for each of the past five years?  
 \_\_\_\_\_
24. Why is this proposed purchase a reasonable and practical project? \_\_\_\_\_  
 \_\_\_\_\_

### APPROVAL FORM

A. Please record the vote of the church board on the question of recommending this purchase to the church membership.

1. Date of church board vote: \_\_\_\_\_
2. Number of ballots cast: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary, Church Board Date

B. Please return this request form to the district superintendent following the vote by the church board.

C. Approval of this purchase is hereby granted pending a favorable vote by the church membership and approval of the district superintendent.

Signed \_\_\_\_\_  
Secretary, District Board of Church Properties Date

D. Please return this form to the district superintendent after recording the vote of the church membership.

1. Date of the church membership vote: \_\_\_\_\_
2. Number of ballots cast: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary, Church Board Date

E. Final approval to purchase, according to above information, is hereby given.

Signed: \_\_\_\_\_  
District Superintendent Date