

GIDDINGS-LOVEJOY PRESBYTERY
Property Committee
REQUEST FOR PERMISSION TO ENCUMBER PROPERTY

Requests for permission to buy and/or encumber property must be received by presbytery's Board of Trustees at least 30 days prior to the date of desired action. Send requests to:

Property Committee
Presbytery of Giddings-Lovejoy
4523 Rosa Avenue
St. Louis, MO 63116

Date _____

Name of Church: _____
Address: _____

We hereby request approval of Giddings-Lovejoy Presbytery of the following described purchase and/or encumbrance of property. (If property is to be sold as part of this project, please complete a separate *Request for Permission to Sell Property* to this request.)

I. Nature and Purpose of Request

A. Nature of Request:

- Land or building acquisition New building construction
 Expansion of present building Renovation of present building
 Refinancing of indebtedness Other _____

B. Brief Description of the Project:

Land or building acquisition should include: acreage, location, type of construction, size of building, purpose, cost. New building and expansion/renovation of present building should include: type of construction, size of building, purpose, cost. Refinancing of indebtedness should include names of lending institutions, terms of loans, church's debt service plan for refinancing, etc.

B. Demographic Data:

Please summarize the demographic characteristics of the church's community (population increase or decline, economic characteristics, ethnic make-up and any special demographic influences).

SUPPORTING INFORMATION

Please attach copies of the following: (As Applicable - Verify with Executive Presbyter or Property Chr.)

- 1) Copies of the last two year's budgets
- 2) Copies of the last two year's financial reports
- 3) Copies of the current year's budget
- 4) With reference to total church budget, number of current operating pledge units and amount of average pledge and total pledges?

Number of non pledged giving units and amount pledged
- 5) What committee will have the responsibility of supervising this project?
Please list committee members, addresses, and telephone numbers.
- 6) Copy of deeds and title insurance for all real estate owned by the church.
If not readily available please list name and location of each.
- 7) Copy of the church's Standing Rules, Corporate By-laws, Articles of Incorporation and current incorporation status with the state of Missouri or Illinois.
- 8) Copies of outstanding mortgages, notes or loans.
- 9) Copies of all insurance policies (along with a summary sheet on each)
A certified copy is probably available through your carrier.
- 10) An architectural plan or drawing will be provided to the presbytery. If available an AIA approved drawing will be accepted.
- 11) When a contract is finalized with a General Contractor, the Presbytery needs a copy.
Proof of insurance from the General Contractor is also requested.
- 12) Copies of other relevant materials.

If more detailed information is needed by the Property Committee or the Financial Management Committee of the Presbytery of Giddings-Lovejoy it reserves the right to request such information.

Reference: Book of Order G-8.0000 - all sections