

INSTRUCTIONS FOR SELLING CHURCH PROPERTY
Titled under the
NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

(This procedure also applies to the sale of *vacant land, easements or rights-of-way*)

I. How to Begin the Process - Before You Sell Your Church (Steps 1 through 3)

STEP 1 Your church, in business session, should appoint a committee to

- (4) Present use.
- (5) Reason for sale.
- (6) Recommended listing agent.

STEP 3

Your church must decide upon a listing/sale price for your property. To obtain your sale price, you can use any or all of the following:

1. Registered MIA Appraiser.
2. Comparable market analysis.
3. Use an income approach, replacement approach, square footage

2. The power to list the property for sale must have been delegated to the subcommittee.

STEP 8 Inform your realtor in writing of the following points.

1. You are a subcommittee acting under the authority of the (your church name).
2. The process may well take additional time to complete because your decision to sell will require:
 - a. Approval of the local church in business session and
 - b. Approval of the Northern California Conference of Seventh-day Adventists, the corporate headquarters located at P O Box 619015, Roseville, CA 95661.
 - c. All documents will require the signatures of the corporate officers of the Northern California Conference of Seventh-day Adventists in Roseville, California. (Northern California Conference holds legal title to all church owned property. Therefore, all sale documents must be signed by Northern California Conference of Seventh-day Adventist Officers.)
3. It is recommended that your realtor and/or any purchaser be provided with the Addendum under Step 10 at this time.

III. Accepting or Countering an Offer (Steps 9 through 12)

STEP 9 The church subcommittee can NOT accept an offer. However, the subcommittee CAN negotiate offers and make counter offers with the following contingencies. (Do not open escrow.)

STEP 10 On any counter offer or tentative acceptance, the following addendum MUST be added:

"Acceptance of this offer is subject to the following:

1. Approval of the (local church name) Seventh-day Adventist Church in business session. (Two to three weeks may be required.)
2. Approval of the Northern California Conference of Seventh-day Adventists, the legal owner of the property. (Four to five weeks may be required.)"

STEP 11 Call a church business meeting. (Please do according to the church manual policy. This may save you extra sessions in the future.)

1. Explain the procedure to this point.
2. Provide copies of the contract for sale to all interested parties.
3. Have your committee ready to explain how your decisions were made.
4. When vote is taken, count the following:
 - a. Attendance.
 - b. Votes in favor of sale.
 - c. Votes opposed to sale.

STEP 12 Approval of Northern California Conference will only take place after the local church, in business session, has approved the sale.

1. Submit the form NCC - 1(B) to Northern California Conference. All sections must be completed. A copy of the contract and any other appropriate documents will also be required.
2. Northern California Conference will inform church representative and realtor immediately of the action taken. (The actual contract will be signed by Northern California Conference Officers.)

IV. How to Open Escrow (Steps 13 through 16)

STEP 13 Escrow can be opened when local church and Northern California Conference have approved the sale.

STEP 14 Open the escrow in the name of the Northern California Conference of Seventh-day Adventist as seller.

1. Provide to the title company the name of your church and conference representative.
2. Provide to Northern California Conference the following:
 - a. Name of the title company used.
 - b. Name of title officer.

- c. Title company address.
- d. Title company telephone and fax numbers.
- e. Escrow number.

STEP 15

Instruct the title company that all documents should be sent to:

Northern California Conference of Seventh-day Adventists
P O Box 619015
Roseville, CA 95661

NCC-1(A) REQUEST TO SELL CHURCH OWNED PROPERTY

Church/School name: _____

Description of Property to be sold:

1. Address _____
2. Size _____
3. List of Buildings _____

4. Brief legal description, if available (also submit map showing location)

Present Use: _____

Reason for Sale: _____

BUSINESS SESSION ACTION: On _____ at _____ at
(Date) (Time)
_____ at _____ in business session
(Church/School) (Place of Meeting)

it was voted to request permission from the Northern California Conference to sell the above described church owned property.

Recommended listing agent: _____

Recommended listing price: _____

Signed by: _____ Date: _____
Church Representative

Signed by: _____ Date: _____
Church Representative

Current Church Membership _____ Members Present _____
(number) (number)

How many "YES" votes? _____ How many "NO" votes? _____ How many abstained? _____

Signed by: _____ Date: _____
Church Clerk

NCC-1(B) REQUEST TO SELL CHURCH OWNED PROPERTY

Church/School name: _____

Description of Property to be sold:

1. Address _____

2. Brief legal description, if available (also submit map showing location)

Brief Description of Terms of Sale _____

Signed by: _____ Date: _____
Church Clerk

SUGGESTED BALLOT

Please express your views on our Church selling the property as discussed in the communication from our Church leadership.

- I am in favor of the proposed sale of that certain property as proposed by our Church leadership.
- I am not in favor of the proposed sale of that certain property as proposed by our Church leadership.

Date: _____

Name: _____

NOTE: PLEASE RETURN THIS BALLOT TO YOUR LOCAL CHURCH WITHIN 10 DAYS OF RECEIPT OF BALLOT.

