**REQUEST FOR APPROVAL TO LEASE**

**PROPERTY APPLICATION FORM**

**DISTRICT PROPERTIES BOARD**

**FLORIDA DISTRICT**

**CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD. STE 301**

**LAKELAND, FL 33813**

**OFFICE: 863-644-9331 FAX: 863-648-2710**

**EMAIL:** **info@floridanaz.com**

**If you need additional space to answer any questions, please attach another page.**

**General Information**

Church Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of contact person: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone # on contact person 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone # on contact person 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pastor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Indicate the nature of this request**

 ☐ To obtain approval to lease property. (Terms of the lease is substantially negotiated).

 ☐ Please check this box if this is an update of a request submitted earlier.

 ☐ Exploratory only (terms yet to be negotiated).

**Purpose of this request to lease property**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Reasons for the lease of property**

 A. What will the leased property be used for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 B. For what reasons do you feel this particular property best fulfills the purposes outlined

 above? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 C. What are the trade-offs (what do you gain vs. what do you lose/have to make the

 adjustment for) of leasing this property? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Details of the lease agreement**

A. What is the address of the property being leased?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Attach a detailed layout of the land and a 1 or 3 mile aerial showing the property leased.**

B. From whom will you be leasing the facility?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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C. What is the square footage being leased? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 D. What is the dollar amount per square foot being leased? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. What is the annual dollar amount of the lease? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. Is this a ☐ Gross Lease or a ☐ Triple Net Lease (Taxes, Insurance, Common Area

 Maintenance paid by lessee)?

G. What do you estimate to be the total monthly cash needed per month? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Include lease cost, utilities, trash, phone, parking costs, etc.

H. Is there a deposit required upfront? ☐ yes ☐ no Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. What are the terms of the lease?

 Year 1

 Year 2

 Year 3

 Year 4

 Year 5

J. What are the terms of renewal?

K. Does the lease provide for a “kick out clause” to terminate the lease early if things

 don’t work out? ☐ yes ☐ no

L. Under what circumstances can the lease be terminated by the church?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 Under what circumstances can the lease be terminated by the lessor?

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M. What signage options have you confirmed and allowed by the lessor? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 N. Do you have realtor involved that you will have to pay? ☐ yes ☐ no

 O. Describe the access you have to parking?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 P. Does the building meet ADA requirements (entrance, restrooms, etc.)? ☐ yes ☐ no

 Q. Who is responsible for the HVAC, roof, electric, sprinkler system, and building

 code requirements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 R. What other expenses will the church be responsible for?

 ☐ Water/Sewer ☐ Telephone ☐ Trash

 ☐ Electric ☐ Gas ☐ Property Insurance

 ☐ Common Area Maintenance ☐ Association fees ☐ Repairs

 ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Feasibility**

A. What has been the total income of the church for the past 5 years? (tithes/building)

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B. What is the projected income for the next three years?

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 C. What is the present balance in all checking and savings accounts? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 D. How much of these funds are designated? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E. What is the total church budget? Year \_\_\_\_\_\_\_\_\_\_\_ Budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_ Budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_ Budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 F. What are the annual salaries and benefits included in the budget?

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % to total \_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % to total \_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % to total \_\_\_\_\_\_\_\_\_\_

 G. What is the total number of giving units over $2,000.00 in the church? \_\_\_\_\_\_\_\_\_\_\_\_\_

 What percent of this number does the top 10 giving units provide? \_\_\_\_\_\_\_\_\_\_\_\_%

**Liabilities**

 A. Did your church meet its District and General Church obligations in full the last

 three (3) years? Year \_\_\_\_\_\_\_\_\_\_\_\_ ☐ yes ☐ no

 Year \_\_\_\_\_\_\_\_\_\_\_\_ ☐ yes ☐ no

 Year \_\_\_\_\_\_\_\_\_\_\_\_ ☐ yes ☐ no

B. If you have not met these obligations in full for each of the past three years, please

 explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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C. Are you current on your District and General Church obligations this year?

 ☐ yes ☐ no

D. If any are in arrears, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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E. Including this loan, what will be the church’s total indebtedness? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

We have completed the above Application for the purpose of leasing property. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to this request to lease property which would adversely affect its value.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Senior/Lead Pastor Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date