Dear Pastor,

We want to thank you for the opportunity to serve you as the Foursquare Property Services Team. The following is aguide to help you through the process of **selling a property**. Along with the initial needed items, we have added some recommendations that you will surely want to consider. While managing some expectations regarding this process, we would like you to be aware that some of these needed items may seem excessive, but we can assure you that we have done all that we can do to streamline only the necessary steps. Some are for legal information and other steps are to protect you from purchasing a property that could end up being a liability.

**Needed Items*:***

1. *A* ***Purchase and sales agreement*** *that includes the two following items:*
2. *Seller is* ***“International Church of the Foursquare Gospel”***
3. *“This agreement is* ***“Subject to the approval of the International Church of the Foursquare Gospel Board of Directors”.***
4. *All sales require an* ***approval vote of the church membership*** *with a certification of the church council. This will be recorded on a PT (property transaction) form that will be sent to the church once the properties team has reviewed the purchase agreement and have prepared the form.*
5. *A* ***monetary market value*** *will need to be established for the sale. ICFG needs to know the market value of the property for its records and auditors, but the church will also want to have a value for its bookkeeping. A sales agreement cannot be written for less than 10% of the established market value due to private inurement tax issues and our 501c3 nonprofit status. Market value can be accomplished in one of two ways: an appraisal or a real estate broker’s opinion of value. Whichever option the church chooses, the market value will need to be done by a licensed professional, contain a specific value, be written on company letterhead and signed by the professional.*
6. *No* ***receivable loans*** *will be considered for properties that are collateralizing an existing loan unless that loan will be paid off with the down payment proceeds. Receivable loans under any circumstance are undesirable and should only be considered as a last resort.*

**The following are suggested recommendations to follow up on or investigate on your own initiative. These are not required, but may provide some very essential and or important information regarding this property being gifted to you.**

***Recommendations****:*

1. *Make sure that you have an understanding of what the balances are of any loan that may be* ***collateralized by the property*** *that you wish to sell. Sometimes an extra property is also used as additional collateral for loan on the main campus. If this is the case the lender may need to reevaluate the property values of all of your property and compare it to the overall LTV (loan to value). In the end it is possible the lender will require that all funds from the sale be used to pay down that loan. Finding out these things in advance can greatly inform you regarding best options available and whether you can expect to receive any proceeds from the sale.*

We hope that this information is helpful and you do not feel overwhelmed. Your Foursquare property service team is here to help you through this process and to answer any questions that you may have.