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 **demoing a building** that is on your 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 possible future fines or liability.

**Needed Items*:***

1. *A letter from the senior pastor describing what is being demolished and the purposes behind it. This is necessary for several reasons. First, it is important that the insurance department understands exactly which structure is affected so that they can properly eliminate the correct building from their coverage.*
2. *A certification of the church council will be recorded on a PT (property transaction) form that will be sent to the church once the properties team has reviewed the request.*
3. *If the property in which the demolition is taking place is used as collateral for a loan, then confirmation in writing from the lender verifying that they have cleared the fact that this improvement does not affect the LTV or loan covenants.*
4. *If the building or improvement being demolitioned was built before 1981, it is possible that some environmental tests will be needed. After we receive the property information, your Foursquare properties coordinator will review for any concerns and discuss this further with you.*

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 local environmental and permit regulations are before any demolition is done. You don’t want to find out after the fact that not getting the proper approvals or ----any environmental hazardous material could lead to fines or other unwanted penalties.*

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.