

# REQUEST FOR APPROVAL TO LEASE COMMERCIAL REAL ESTATE

VIRGINIA DISTRICT

DATE \_\_\_\_\_

- I. The \_\_\_\_\_ Church requests permission from the District Board of Church Properties to lease commercial real estate as described. This includes entering into a lease agreement whereby your church will lease space to be used in a recurring manner for worship services, Christian education, or other ministry activities. Describe the proposed leased facility and its intended usage here. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Who is the property owner? Who is the landlord / property broker? \_\_\_\_\_  
\_\_\_\_\_
3. Please submit to the property board a copy of the proposed lease agreement from the property owner / landlord. We cannot approve a lease without first reviewing the detailed lease agreement.
4. What is the term of the lease (months)? \_\_\_\_\_.
5. What is the monthly base lease rate? \_\_\_\_\_.
6. What additional expense items will you be responsible for? (electric, water, sewer, trash, cleaning, repairs, etc...) \_\_\_\_\_  
\_\_\_\_\_
7. What other businesses or stores are located in the vicinity of this proposed leased space? \_\_\_\_\_  
\_\_\_\_\_
8. Please provide a copy of the church's most recent fiscal year income statement and balance sheet, along with your current fiscal year-to-date income statement and balance sheet.