

**INSTRUCTIONS FOR PURCHASING PROPERTY
to be owned by the
NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS**

I. How to Begin the Process - Prior to Searching for Property (Steps 1 through 3)

STEP 1 Establish a search committee or empower a subcommittee of the Church Board to search for property.

1. Define the parameters for the proposed purchase, including:
 - a. The proposed use (church, parsonage, community center, school campus, etc.)
 - b. Desired location
 - c. Desired price range

STEP 2 Engage Conference leadership in the purchase plans by informing the officers of the Northern California Conference (NCC) and the Property Management Department (property@nccsda.com) of the desire to purchase property to allow Conference administration to advise and assist in financial planning and stewardship plans.

STEP 3 Use of a licensed realtor is highly recommended. Inform realtors of the following:

1. The type of use the church desires for the property.
2. The "offer process" may take additional time because:
 - a. Decisions are made by a church subcommittee.
 - b. Local church business meeting approval will be required.
 - c. NCC Trust and Property Management Council and, in some cases, NCC Building Committee approval will be required.
 - d. A binding offer can only be made with the above approvals.

II. When a Suitable Property is Identified (Steps 4 through 8)

STEP 4 Invite NCC officers and Property Management Director to view the property.

STEP 5 Call a church business meeting.

1. Present all facts relevant to this purchase.
 - a. Intended use.
 - b. Proposed financing.
 - c. Copies of the contract.
2. Prior site viewing by the church body is helpful in making a good decision.

STEP 6 Following approval by the church in business session, complete the attached "NCCA-2 Request to Purchase Property" form and forward it to the NCC Property Management Department (property@nccsda.com or NCC Property Management, P.O. Box 61915, Roseville, CA95661).

STEP 7 NCC shall work with the realtor to draft an offer for the property. An Addendum to the Purchase Offer shall contain the following:

"Offer Subject to the following terms:

- a. Approval by the (local church name) Seventh-day Adventist Church in business session.
- b. Approval by the Northern California Conference of Seventh-day Adventists.
- c. Subject to obtaining local governmental approval for the proposed use as a church, school, community center, Etc. (conditional use permit or other approval).
- d. Subject to the approval of financing by the Northern California Conference (if a portion of the purchase price is being financed by the Northern California Conference, Pacific Union Conference of SDA's and/or a commercial or private lender)."

STEP 8 The local church shall be responsible for applying for a Conditional Use Permit from the City or County if required.

III. After Church and NCC have Approved the Land Purchase (Steps 9 through 11)

STEP 9 NCC shall open an escrow with a local title company in the name of "Northern California Conference of Seventh-day Adventists."

1. Instructions for the title officer will include the following:
 - a. Title vesting - Northern California Conference of Seventh-day Adventists.
 - b. The contract terms shall clearly express the financing terms.
 - c. In the event of issues or questions concerning the escrow, the title officer shall contact:
 - (1) Local church representative.
 - (2) Director of Property Management
Northern California Conference
P O Box 619015
Roseville, California 95661
Telephone (916) 886-5666
E-mail: property@nccsda.com

STEP 10 All funds for the purchase shall pass through the escrow account.

STEP 11 Title insurance will be required for all church purchased property.

NCCA-2 REQUEST TO PURCHASE PROPERTY TO BE OWNED BY THE CHURCH

Church name: _____

Description of property to be purchased:

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

4. Brief description of property (Please also submit map showing location).

Proposed Use: _____

Realtor contact information (Name, phone & e-mail). _____

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

it was voted to request the Northern California Conference to purchase the above described property on our behalf. Purchase price \$ _____ to be paid as follows:

Source of funds shall be _____

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

POLILCY FOR MEMBERSHIP APPROVAL OF REQUESTS
FOR PURCHASE OR SALE OF CHURCH PROEPRTY

Before a purchase or sale of any church real property can be approved by the Trust & Property Management Council, the proposed purchase or sale must be recommended by a majority of local members present at a properly noticed business meeting. If less than twenty percent (20%) of the local members attend such meeting, the church clerk is required to mail a ballot giving each member ten (10) days within which to recommend approval of the proposed purchase or sale. The church clerk must certify the mailing of such notice and the result of the vote by attaching it to the *Request for Approval of Purchase or Sale* form to be sent to the Trust & Property Management Council for its consideration and approval. The purchase or sale cannot be completed until it has been approved by the Northern California Conference Trust & Property Management Council.

SUGGESTED BALLOT
(For use when voting by mail/e-mail)

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

- I am in favor of the proposed purchase of that certain property as proposed by our Church leadership.

- I am not in favor of the proposed purchase 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.