

**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. Church should give specific guidelines for:
  - a. Use (church, school, community center, etc.)
  - b. Location
  - c. Cost

**STEP 2** Inform the Conference of Your Plans to Purchase

1. Inform the officers of the Northern California Conference of your plan to purchase property. This will allow the Conference administration to assist you in your financial planning and stewardship plans. (The Northern California Conference needs to know what your financial needs are well in advance so that they will be able to assist you in your purchase.)
2. Inform Northern California Conference that you are in the process of looking for property to purchase. A failure to inform the Northern California Conference at this point in the process may cause delays and questions later.

**STEP 3** Inform all realtors of the following:

1. The type of use your church desires (church, school, etc.)
2. The "offer process" will take additional time because:
  - a. You are a church subcommittee.
  - b. Local church business meeting approval will be required.
  - c. Northern California Conference Building Committee approval will be required.
  - d. Northern California Conference T&PM Council approval will be required.
  - e. Offers made by subcommittee will not be binding on the church.

II. When You Have Located Property You Desire to Purchase (Steps 4 through 9)

**STEP 4** Subcommittee can make an offer subject to the following conditions. (However, it is better to have the actual offer made through and signed by officers of the Northern California Conference.)

1. On an Addendum to the Purchase Offer, the following MUST be added:

"Offer Subject to the following terms:

- a. Approval of the (local church name) Seventh-day Adventist Church in business session. (Two to three weeks may be required.)
- b. Approval of the Northern California Conference Building Committee. (Two to three weeks may be required.)
- c. Approval of the Northern California Conference of Seventh-day Adventists. (Four or five weeks may be required.)
  - (1) Upon acceptance by Northern California Conference of Seventh-day Adventists, all contracts will then be made through that office.
  - (2) A novation (substitution) of this contract or an assignment to the Northern California Conference of Seventh-day Adventists may be required.
- d. Subject to obtaining a conditional use permit for the property to be used for a (church, school, community center, etc.).
- e. Subject to the ability of Northern California Conference to obtain the desired financing from (PURF, PUIF, Northern California Conference, etc.).
- f. This offer is being signed by (name) and (name) as a representative of the (local church name) Seventh-day Adventist Church.
  - (1) Ratification by the above named organizations in items 1, 2, and 3 will be required to make this contract binding upon the purchaser.
  - (2) This contract is not intended to be personal to the signers.
  - (3) The signers are not promoters, agents or officers of the Northern California Conference of Seventh-day Adventists."

**STEP 5** Call a church business meeting.

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

**STEP 6** Send to Northern California Conference Building Committee the application to purchase church property. This should be sent to Office of the Treasurer, Northern California Conference of Seventh-day Adventists, P.O. Box 23165, Pleasant Hill, CA 94523. (Attach #1 and 2 listed below.)

1. A parcel map will be required with this application.
2. Financing details will be needed with this application.
3. Northern California Conference Building Committee will require that a physical site inspection be made of the property you propose to purchase. Make arrangements to have a Conference officer view the property.

**STEP 7** Send to Northern California Conference the application to purchase property, "NCCA-2 Request to Purchase Property." (Attach # 1, 2 and 3 listed below.)

1. A parcel map will be required with application.
2. Copy of Purchase contract will be required with application.
3. Northern California Conference may well require the following reports if they are applicable or useful in making an informed decision.
  - a. Appraisal or current market analysis.
  - b. Termite/pest report.
  - c. Structural report.
  - d. Water quality or well report (quality and flow).
  - e. Environmental Impact report.
  - f. Toxic report.
  - g. Septic/sewer report.
  - h. Any other reports or information which may be necessary to make an informed decision.

**STEP 8** Local Realtors should be informed of all decisions when they are made.

**STEP 9** Apply for Conditional Use Permit for the church from the City or County.

III. After Church, Conference and Association have Approved the Land Purchase (Steps 10 through 12)

**STEP 10** Open escrow with a local title company in the name of "Northern California Conference of Seventh-day Adventists."

1. Instruct title officer of the following:
  - a. Title vesting - Northern California Conference of Seventh-day Adventists.
  - b. The contract terms should express the financing clearly for the escrow officer.
  - c. Contact should be made with each of the following in case of problems:
    - (1) Local church representative.
    - (2) Elder Dennis T. Yoshioka  
Northern California Conference

P O Box 23165  
Pleasant Hill, California 94523  
Telephone (925) 685-4300 ext. 1356  
Fax (925) 685-4380

**STEP 11** All monies should pass through escrow accounts.

**STEP 12** Title insurance will be required for all church purchased property.  
Request it immediately on the opening of escrow.

**NOTE:** If you have any questions or need any information, please call the Northern California Conference and ask for Dennis Yoshioka, Director. Please do not hesitate to call and ask. We want to be kept up to date on your progress. We are willing to meet with your church to help explain this process.

# 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. (Note: Also submit map showing location)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use: \_\_\_\_\_

An application has been submitted to Northern California Conference Building Committee: **YES** or **NO** (Please **circle** one)

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 is \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Church Representative

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Church Representative

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Current Church Membership \_\_\_\_\_ Members Present \_\_\_\_\_  
(number) (number)

How many "YES" votes? \_\_\_\_\_ How many "NO" votes? \_\_\_\_\_ How many abstained? \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Church Clerk

**SUGGESTED BALLOT**

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.**

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 & Mangement Council.