

Checklist for Property Transactions by Religious Corporations

Verified Petition to the Attorney General or the Court

___ Petition to the Court or the Attorney General

___ Verification of Petition by an officer of the corporation

Attachments to Verified Petition

- ___ Copy of the corporation's Certificate of Incorporation and all amendments
- ___ Copy of the corporation's by-laws or constitution and all amendments
- ___ Copy of the deed to any real property that is the subject of the transaction
- ___ Copy of the contract, lease, or mortgage commitment
- ___ If the contract has been or will be assigned, a copy of the assignment agreement
- ___ If the corporation seeks to use the proceeds to purchase or lease new premises, a copy of the contract or lease for the new premises
- ___ If the corporation intends to use any of the proceeds to pay existing commitments or debts, including closing costs, copies of the evidence of the commitments or debts (invoices, executed notes, etc.) and proposed closing statement
- ___ Copy of the appraisal if required
- ___ Copy of the corporation's most recent financial statement and, if not reflected in the financial statement, a schedule of existing debts and liabilities (amount, owned to whom, if overdue, if secured).
- ___ Copy of the resolution of the board, certified by the corporation's secretary, authorizing or adopting or recommending the key terms of the proposed transaction and use of proceeds and stating the total number of directors present at the meeting, the number of votes for and against the resolution and the number of board members constituting a quorum.
- ___ A copy of the resolution of the members of the congregation, certified by the corporation's secretary, approving the key terms of the transaction and the use of the proceeds and stating the total number of members, the number of members present at the meeting, the number of votes for and against the resolution and the number of members constituting a quorum.
- ___ If approval of any denominational governing bodies or officials is required, copies of such approvals

- **Approval of the Attorney General or Order of the Court**
- ___ If the Attorney General's approval is sought, a proposed Attorney General Approval
- ___ If the court's approval is sought, a proposed Order