

# Annual Shared or Leased Property Checklist

District Board of Church Location and Building

## Contact Information

**CHURCH Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Pastor:** \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Trustee Chair:** \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Church Council Chair:** \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Organizations Sharing or Leasing Property

### Renewal

The lease was previously reviewed and approved by the Board of Church Location and Building. Only the dates and rental / contribution amount have been adjusted. **A copy of the updated lease and updated certificate of insurance and/or hold harmless agreement must be attached.**

### New

This is a new agreement or lease. **A completed "Shared or Leased Property Checklist" and all required accompanying documentation must be attached.**

## List of Organizations Sharing or Leasing Property

Organization Name: \_\_\_\_\_

Property Leased: \_\_\_\_\_

- Renewal**     Lease or agreement attached     Certificate of insurance or hold harmless attached
- New**     "Shared or Leased Property Checklist" and all accompanying documentation is attached.
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Organization Name: \_\_\_\_\_

Property Leased: \_\_\_\_\_

- Renewal**     Lease or agreement attached     Certificate of insurance or hold harmless attached
- New**     "Shared or Leased Property Checklist" and all accompanying documentation is attached.
- 

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Property Leased: \_\_\_\_\_

- Renewal**     Lease or agreement attached     Certificate of insurance or hold harmless attached
- New**     "Shared or Leased Property Checklist" and all accompanying documentation is attached.
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Property Leased: \_\_\_\_\_

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Property Leased: \_\_\_\_\_

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- New**     "Shared or Leased Property Checklist" and all accompanying documentation is attached.