



Requirements for Submission of Release to Sell & Permission to Mortgage Applications:

- Please make sure to answer every question on the application form. Typed responses are preferred. Save this fillable document on your computer, be sure to save often. Once it is complete, print out for signatures or use DocuSign.
- Application forms must be signed by the:
 - 1 Lead Pastor (unless there is no located pastor)
 - 2 Conference Superintendent
 - 3 Secretary of Society (if church owned) or the Secretary of the Conference (if conference owned).
- Completed application documents will include:
 - 1 A Completed and Signed Application
 - 2 Copy of the Deed(s)
 - 3 Meeting minutes from local **church**-
 - a. The full BOA or Leadership Team must be made aware of the issue and that a decision is going to be made.
 - b. Statement of the property decision with motion, seconded and carried
 - c. Written minutes showing who was present and what the vote count was on the action.
 - 4 Meeting minutes from the **conference** –
 - a. The full BOA or Leadership Team must be made aware of the issue and that a decision is going to be made.
 - b. Statement of the property decision with motion, seconded and carried
 - c. Written minutes showing who was present and what the vote count was on the action.

Virtual voting may take place if necessary, if all the previous requirements have been met.

Important Note: The best protection and defense is that the denomination/Conference/or local church ALWAYS follow the written protocol when it comes to money, property, or personnel matters.

Once you have gathered all of the documents and have signatures, please scan and email to:
administration@fmcusa.org (preferred method)

or mail the documents to:

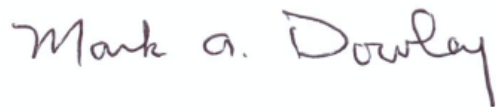
Free Methodist Church - USA

Attn. Administration
770 N High School Rd
Indianapolis, IN 46214

If the documents are incomplete, the process is halted and either the church or the conference will be contacted regarding any missing information.

Please feel free to contact our administration office if you have any questions or concerns regarding the process of selling or mortgaging church-owned property via email: administration@fmcusa.org or call 1-800-342-5531 and ask to speak with my Executive Assistant.

Sincerely,

A handwritten signature in dark ink that reads "Mark a. Dowley". The signature is written in a cursive, slightly slanted style.

Mark A. Dowley
Chief Operating Officer

MD: pb

Application for Permission to Mortgage Church Property FMCUSA

Please Answer All Questions and Include All Documents to Avoid Delays | BoD = Book of Discipline 2019

Date _____

Name of Society _____

Name of Conference _____

1. Who owns, or is in the process of purchasing the property to be MORTGAGED? Local Society Conference

2. Have both the local society **and** the conference board of administration authorized the MORTGAGE of the property? Yes No

a) I have enclosed a copy of the minutes demonstrating approval from **both** the local society and the conference board of administration. (BoD ¶6410.C.F) Yes No

3. What lending institution is providing the MORTGAGE?

4. Is this a first position MORTGAGE? Yes No

5. How will the proceeds of the MORTGAGE be used? Please be specific. (BoD ¶6400.E and F)

6. Have both the local board of administration **and** the conference board of administration approved this plan? (BoD ¶6410.C.F) Yes No

7. Is the title for the property to be MORTGAGED a warranty deed? Yes No

8. Is the property deeded to the organization in its corporate name, or is it deeded to the individual trustees? (BoD ¶6400) Organization Trustees

8. If the organization is incorporated, give corporate name.

9. Does the deed to the property to be MORTGAGED contain the following trust clause "*... in trust for the use and benefit of the membership of the Free Methodist Church of North America ...*," etc.? Yes No

Note: A Permission to MORTGAGE cannot be granted unless the trust clause is included in the deed. Please enclose a copy of the deed. (BoD ¶6400.D)

16. Signatures approving the MORTGAGE:

a) Pastor in Charge: _____ Signature
_____ Printed Name
_____ Date

b) Superintendent: _____ Signature
_____ Printed Name
_____ Date

c) Secretary of Church Society: (conference secretary if property is owned by the conference.)

_____ Signature
_____ Printed Name
_____ Date

17. What email address(es) do you want the completed and scanned copy of the documents sent to?

18. What physical address do you want the completed document sent to?

Please send a cover letter if more information is necessary to clarify your request.

Please **email** the completed application to: administration@fmcusa.org (preferred method) or mail to:

BOARD OF DIRECTORS
Attn: Administration
The Free Methodist Church - USA
770 N. High School Road
Indianapolis, IN 46214

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