

## Requirements for Submission of Release to Sell 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:
    - The full BOA or Leadership Team must be made aware of the issue and that a decision is going to be made,
    - Statement of the property decision with motion, seconded and carried,
    - Written minutes showing who was present and what the vote count was on the action.
  4. Meeting minutes from the Conference:
    - The full BOA or Leadership Team must be made aware of the issue and that a decision is going to be made,
    - Statement of the property decision with motion, seconded and carried,
    - 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 the documents and have signatures, please scan and email to:  
[administration@fmcusa.org](mailto:administration@fmcusa.org) (preferred method)

or mail the documents to:

**Free Methodist Church - USA**

Attn. Administration  
PO Box 51710  
Indianapolis, IN 46241

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](mailto:administration@fmcusa.org) or call 1-800-342-5531 and ask to speak with my Executive Assistant.

Sincerely,

*Mark A. Dowley*

Mark A. Dowley  
Chief Operating Officer

MD:eg

# Application for Permission to Sell 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 SOLD?                      Local Society                      Conference

2. Have both the local society and the conference board of administration authorized the SALE of the property?

Yes                      No

a) Have you enclosed a copy of the minutes demonstrating approval from both the local society and the conference.    (BoD ¶6400.F)                      Yes                      No

3. What is the purpose of this SALE? \_\_\_\_\_  
\_\_\_\_\_

4. How will the proceeds of the SALE be used? Please be specific. (BoD ¶6400.E.F)  
\_\_\_\_\_  
\_\_\_\_\_

5. Have both the local board of administration and the conference board of administration approved this plan?

(BoD ¶6410.C.F)                      Yes                      No

6. Is the title to the property to be SOLD a warranty deed?                      Yes                      No

7. Is the property deeded to the organization in its corporate name, or is it deeded to the individual trustees?

(BoD ¶6400.A.B)                      Organization                      Trustees

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

9. Does the deed to the property to be SOLD 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 Release to Sell cannot be granted unless the trust clause is included in the deed.

a) Have you enclosed a copy of the deed? (BoD ¶6400.D)                      Yes                      No

10. If new property is PURCHASED with the proceeds of the SALE, will the title thereto include the trust clause referred to in "9" above? (BoD ¶6400.D)      Yes      No

11. If new property is PURCHASED with the proceeds, will there be a reverting clause in the title?      Yes      No  
Release to Sell cannot be granted if there is or will be a reverting clause in the title. (BoD ¶6400.E)

12. Describe the property to be SOLD:      Church Building      Parsonage      Acres/Lots  
Other \_\_\_\_\_

a) If acres or lots, how many of each? \_\_\_\_\_

b) Type of building, i.e., brick, stone, stick construction, etc. \_\_\_\_\_

c) Address of property being SOLD \_\_\_\_\_  
\_\_\_\_\_

13. Appraised value of property to be SOLD \$ \_\_\_\_\_

a) Amount expected from SALE \$ \_\_\_\_\_

14. Give the legal description of property to be SOLD, enclosing a copy of the deed. (If the legal description on the deed includes more than the property you wish to SELL; indicate clearly below the portion you want included on the Release to Sell. (If it's to be sold in its entirety, no need to write the description here).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. List names and addresses of the trustees, if the property to be SOLD is held in the names of the trustees.  
(see question #7 above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Signatures approving the SALE:

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 addresses do you want the completed and scanned copy of the Release to Sell sent to?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. What physical address do you want the original, signed Release to Sell 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](mailto:administration@fmcusa.org) (preferred method), or mail to:

BOARD OF DIRECTORS  
Attn: Administration  
The Free Methodist Church - USA  
PO Box 51710  
Indianapolis, IN 46241