

**CENTRAL CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
RESIDENTIAL LEASE AGREEMENT APPLICATION FOR CHURCHES & SCHOOLS**

Please complete EVERY section on this sheet.

LANDLORD INFORMATION (RESIDENCE)

Church/School Name _____ Phone _____

Contact Person Name _____ E-Mail _____

Church/School Address _____ County _____

Representatives (2) Name _____ Title _____

Name _____ Title _____

Our churches and schools annually apply for property tax-exempt status. **Allowing use by individuals may jeopardize your tax status.**

TENANT INFORMATION (INDIVIDUAL/S WISHING TO LEASE RESIDENCE)

Tenant #1 Name _____ Phone _____

Tenant #2 Name _____ E-Mail _____

Address of Lease Residence _____

AGREEMENT INFORMATION

CONTRACT DATES: From _____ To _____ (Up to one year term only, may not be backdated)

FINANCIAL INFORMATION: Amount \$ _____ per month. DEPOSIT \$: _____

OTHER INSTRUCTIONS _____

CHURCH/SCHOOL BOARD MEETING ACTION DATE of approval for lease. This must be an action taken during a church board meeting within one year of the desired beginning contract date. Please include a copy of the board minutes with application submission.

LANDLORD SIGNATURES

TENANT SIGNATURES

_____ Date _____ _____ Date _____

_____ Date _____ _____ Date _____

Send this completed application and board minutes to the following:
propandriskmgmt@cccsda.org. PLEASE DO NOT ALLOW YOUR RESIDENCE TO BE USED UNTIL THIS PROCESS IS COMPLETED.