

Annual Shared or Leased Property Checklist

Palisades 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: _____

Properties Shared or Leased

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 Shared or Leased Properties is on the Reverse

List of Properties Shared or Leased

Property Name: _____

Address: _____

Renewal Lease or agreement attached Certificate of insurance or hold harmless attached

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

Property Name: _____

Address: _____

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