

SELLING PROPERTY — QUICK GUIDE

For Local Churches | Florida Conference of Seventh-day Adventists

Selling church property is a **significant decision** that requires prayerful consideration, planning, and coordination. The **Property Development Department (PDD)** is your key partner throughout this process, ensuring the sale is handled properly and in the best interest of the church.

BEFORE YOU BEGIN

- Establish a **committee** to oversee and guide the sale process.
- Work closely with **PDD** from the start.
- Evaluate the **vision of the church** and clearly understand **why** the property is being sold.

STEP-BY-STEP PROCESS

1. Setting Price & Engaging a Realtor

- Obtain a Highest and Best Use appraisal by a MAI appraiser within the last 12 months, certified to the Florida Conference Association of Seventh-day Adventists.
- Engage a Real Estate Agent with extensive experience in commercial real estate.
- Provide Church Business Meeting minutes approving the sale, realtor, price range, and brokerage fees/commission.
- Selling price must be at least 90% of the appraisal price (no more than 10% below). A price above appraisal is encouraged.
- Provide the listing agreement or brokerage agreement.
- The listing agreement must be reviewed and signed by an officer of the Florida Conference Association

 **Agents without verifiable commercial/specialized experience do not meet the criteria for our transactions.**

2. Terms for an Agreement

- Letters of Intent and Sales Agreements must show the seller as Florida Conference Association of Seventh-day Adventists.
- Minimum days to closing: 90 days — required for proper committee approvals.
- The Offer can only be signed by an officer of the Florida Conference Association.
- All offers are subject to the Conference Committee's approval. An officer may sign while approval is pending, but the agreement must state that approval is required.

 **Do not sign any listing agreements, offers, or sales agreements.**

3. Approval Process

The sale can be presented to the required committees only after Steps 1 & 2 are complete.



Seventh-day Adventist Church
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3. Approval Process, Continued...

Approval moves through the following committees in order:

Committee	Meets
Property Development Department	Reviews & prepares during Step 1 (no specific time)
Property Development Committee	Most Mondays
Administrative Committee (ADCOM)	Most Mondays
Association Executive Committee (AEC)	2nd Monday of the month
Board of Trustees (BOT) — sales over \$1M	Every other month

 Minimum committee approval time is 2 weeks. Depending on timing, allow up to 4 weeks for sales under \$1 million, and up to 10 weeks for sales over \$1 million.

Meeting days may be adjusted due to holidays. Please work closely with the **Property Development Department** to ensure all legal documents are correct and the process goes smoothly.

QUICK REQUIREMENTS CHECKLIST

- ☐ MAI appraisal completed within the last 12 months
- ☐ Listing or brokerage agreement provided
- ☐ Church Business Meeting minutes obtained
- ☐ Selling price meets minimum (90% of appraisal)
- ☐ Listing agreement reviewed by PPD
- ☐ Closing timeline meets minimum (90 days)
- ☐ Documents signed by Conference Association Officer
- ☐ Submitted to Property Development to begin the process

REMINDER: All sale documents must be reviewed by Conference legal counsel and signed by an officer of the Florida Conference Association.

 For questions, please contact us at:

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