

PURCHASING PROPERTY — QUICK GUIDE

For Local Churches | Florida Conference of Seventh-day Adventists

Purchasing property requires **prayerful consideration, planning, and coordination**. Due to construction costs, acquiring an **existing building** is often the most practical option. The **Property Development Department (PDD)** is your key partner throughout this process.

BEFORE YOU BEGIN

- Establish a **search committee** to define needs and long-term goals.
- Work closely with **Property Development** from the start.
- Evaluate **financial capacity** before pursuing properties.

STEP-BY-STEP PROCESS

1. Engage a Qualified Realtor

- Realtor must have **commercial real estate experience**.
- Obtain **church board approval**.
- Submit the **Broker's Agreement** to PDD for review.
- Agreement must be signed by an **officer of the Florida Conference Association**.



Using non-vetted agents may result in additional legal costs.

2. Evaluate Potential Properties

Consider both **current and future needs**:

- Projected **membership growth (10–15 years)**.
- **Zoning requirements** for a house of worship.
- Parking, lot size, and road access requirements.
- Feasibility of modifying existing structures.
- Additional costs for **vacant land** (infrastructure, impact fees).



Properties must be zoned for worship; if not properly zoned, rezoning will be needed prior to closing.



PDD should visit and assess all potential properties.

3. Submit Property for Review

- Send property details to **PDD for feasibility review**.
- An **LOI (Letter of Intent)** or contract may be submitted for review.



Do not sign any contracts.

4. Obtain Church Approval

Hold a **church business meeting** to present property details and the financial plan. Submit meeting minutes to PDD, including:

- Date and number of attendees
- Property address and price
- Voted action



Approval is required before submission to Florida Conference Committees.



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STEP-BY-STEP PROCESS (CONTINUED)

5. Contract & Due Diligence Process

- Buyer must be listed as: **Florida Conference Association of Seventh-day Adventists.**
- Contracts and LOIs are **signed only by Conference Association officers**, after legal review.
- All offers require **committee approval.**

Due Diligence Timeline:

- Minimum **60 days** (zoned property)
- Minimum **120 days** (rezoning required)

6. Complete Due Diligence Requirements

Within the first **45 days**. The church is responsible for obtaining and submitting:

- **ALTA Survey**
- **Inspection**
- **Phase I Environmental Assessment (ESA)**
- **Commercial Appraisal (MAI Certified)**



All quotes and reports must be certified to Florida Conference Association of Seventh-day Adventists and submitted to PDD for review. Additional evaluations may be required.

QUICK REQUIREMENTS CHECKLIST

- Search committee established
- Property Development involved early
- Financial capacity evaluated
- Commercial realtor selected and approved
- Broker's Agreement reviewed and signed by Conference
- Property zoning verified
- Property submitted to PDD for review
- Church business meeting held and documented
- LOI/contract reviewed with buyer listed correctly on contract
- Due diligence timeline completed and submitted
- All approvals obtained before closing



For questions, please contact us at:

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