

Typical Questions asked by the Board for Lease Approval:

- Why is there a need for a lease?
- How does the Lease relate to the church's mission?
- How long is the lease? (Typical one year).
- Is there a sufficient deposit paid with the lease signing? (1-2 months' rent)
- Have the exact terms and conditions of the Lease been defined? Include all property, buildings, rooms etc.
 - Lease term, rent, deposit, tenant responsibilities, Church's responsibilities
- Does the rent cover the church's costs including utilities?
- Has a market analysis been performed to determine existing rates?
- Has the church considered increased liabilities? Increased insurance cost (liability & property). Does tenant have the project income to make monthly payments?
- Is the new tenant compatible with your church's mission and UM principals'?
- Has the Lease been approved by the Church's Trustee?
- Has the lease been discussed with your DS for input and support?

- Have you included a safe sanctuary statement in your lease?
- Has a Hold Harmless statement in included in the lease?
- Are facilities improvements required, who will bear the cost?
- Has **the Lease Template** been used as a guide?
- Have you followed the **Process for Lease Consideration and Approval**?