

CHECKLIST FOR LEASE OR LICENSE AGREEMENT

- Original Lease Agreement fully filled out, initialed each page, and signed by both parties.

- On the Certificate of Insurance, the coverage for both General Liability and Damage to Rented Premises is at the required levels (“Damage to Rented Premises” should equal the coverage on the General Liability “Each Occurrence” Section of the Certificate of Liability).
 - Required Coverage: 2M for Each Occurrence and 3M for Annual Aggregate.
 - Dates on the Certificate of Insurance cover the entire lease term.

- If Leasing/Licensing entity is Non-Profit, Proof of Non-Profit Religious Status or other appropriate Non-Profit Status has been provided. (i.e. Secretary of State Form and/or Articles of Incorporation)

- Certificate of Insurance for General Liability and Property Damage Insurance Policy has been provided.

- Additional Insured Endorsement on General Liability and Property Damage Insurance Policy been provided.

LEASE AMENDMENT

THIS AMENDMENT is made by and between the SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS, a California non-profit religious corporation, which owns and operates the _____, hereinafter referred to as 'Lessor,' and _____, hereinafter referred to as "Lessee," in reference to the following facts:

- A. Lessor is the owner of certain real property ("the premises") situated in the county of _____, commonly known as _____, California, upon which Lessor operates and maintains church facilities.
- B. Lessor and Lessee executed a Lease on _____ for a term of (____) month(s), commencing on _____ and expiring on _____.
- C. Lessor and Lessee now extends said Lease to reflect the following:

NOW THEREFORE, in consideration of the covenants and conditions provided herein, the parties now agree as follows:

- 1. **Term of Lease:** The term of this Lease shall be extended for a period of (____) months, commencing on _____ and expiring on _____.
- 2. **Rent:** The new monthly rent shall be \$_____.
- 3. **No Change in Other Terms and Conditions of Lease:** Except as set forth herein, the terms and conditions of said Lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on this _____ day of _____.

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LESSOR:

SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

By: _____

Chris Jordan
Asset/Risk Management Director
cjordan@sccsda.org; (818) 546-8420

_____ **SEVENTH-DAY ADVENTIST CHURCH**

By: _____

_____, **Pastor**

By: _____

_____, **Treasurer**

Lessee:

_____ **CHURCH**

By: _____ **(signature)**

_____ **(printed name)**

_____ **(title)**