

**CENTRAL CALIFORNIA CONFERENCE  
OF SEVENTH-DAY ADVENTISTS  
PROPERTY MANAGEMENT DEPARTMENT**

**SCHOOL LEASE AGREEMENT INSTRUCTIONS**

---

**Step One: School Board Approval**

The Central California Conference (CCC) Property Management Department requires the local School Board recommend to the CCC approval of all new/renewal leases of School property/facilities. Lease terms must be voted to recommend to the CCC for approval. Forward the signed minutes of the School Board Meeting (showing the motion and vote taken) to the CCC Property Management Department at the address shown in Step Four.

**Step Two: Preparation of 3 Identical Lease Agreements (NOT photo copies)**

Three (3) identical Lease Agreements (obtained through the CCC website Property Management Department page at [www.cccpropertymanagement.adventistfaith.org](http://www.cccpropertymanagement.adventistfaith.org)) must be prepared. After careful completion of all 3 identical lease agreements, please obtain original signatures of the Tenant(s), Principal and Board Chairperson on the signature page of each agreement. Forward all 3 signed lease agreement originals to the CCC Property Management Department for approval and signatures at the address shown in Step Four.

**Step Three: Tenant Requirements**

1. If the Tenant is a tax-exempt, charitable organization, then in order to protect your School's property tax exemption, the Lease requires the Tenant to do one of the following:
  - a) *If the Tenant is a church*, then within 30 days after the lease term starts (but in no case later than the first February 15 during the lease term), the Tenant must obtain from the County Assessor, complete, and file with the Assessor, a Church Exemption Form (BOE-262-AH). This filing must be renewed on or before each following February 15 during the lease term. The Tenant must promptly provide the Conference with a conformed copy of each filed form.
  - b) *If the Tenant is an elementary or secondary parochial school*, then within 30 days after the lease term starts (but in no case later than the first February 15 during the lease term), the Tenant must obtain from the County Assessor, complete, and file with the Assessor, a Religious Exemption Change in Eligibility or Termination Notice Form (BOE-267-S). This is a one-time filing for the Tenant. The Tenant must promptly provide the Conference with a conformed copy of the filed form.

- c) *If the Tenant is any other type of tax-exempt, charitable organization*, then before the lease term starts, the Tenant must obtain from the California State Board of Equalization (at <http://www.boe.ca.gov>), complete and submit to the Board of Equalization, a Claim for Organizational Clearance Certificate—Welfare Exemption Form (BOE-277) and receive an Organizational Clearance Certificate (BOE-277-OCC) from the Board of Equalization. This is generally a one-time filing for the Tenant. The Tenant must provide the Conference with a conformed copy of its Organizational Clearance Certificate prior to the start of the lease term. (At the time the Tenant provides the Conference with its Organizational Clearance Certificate, the Tenant must also provide the Conference with copies of the Tenant's tax exempt status letters from the Internal Revenue Service and the California Franchise Tax Board.) Then, within 30 days after the lease term starts (but in no case later than the first February 15 during the lease term), the Tenant must complete and file with the County Assessor a Welfare Exemption--First Filing (BOE-267) with the Assessor. Then, on or before each following February 15 during the lease term, the Tenant must complete and file with the Assessor a Welfare Exemption—Annual Filing (BOE-267A). The Tenant must promptly provide the Conference with a conformed copy of each of these forms.
2. The Lease Agreement requires from the Tenant a minimum of \$2,000,000 general liability insurance coverage. This will protect the Tenant, as well as the CCC, should anything happen during the lease term. The Certificate of Insurance showing \$2,000,000 general liability insurance coverage must name **Central California Conference of Seventh-day Adventists, PO Box 770, Clovis, CA 93613**, as Certificate Holder and Additional Insured.

#### **Step Four: Approval by Central California Conference Property Council**

Forward (a) all 3 signed Lease Agreements, (b) Certificate of Insurance, (c) Copy of Organizational Clearance Certificate (if applicable) and (d) signed School Board Meeting Minutes to: **CCC of SDA, Property Management Dept., PO Box 770, Clovis, CA 93613-0770**.

#### **Step Five: For Your/Tenant Files – Return of 2 Signed Lease**

Two completed lease agreements will be returned to you for your School and your Tenant files. The CCC will retain one original lease in our vault file.