

NCC DISAFFILIATION PROCESS

LOCAL CHURCH PROPERTY RELEASE REQUEST GUIDELINES

The Local Church shall have full ownership of retained property upon the Disaffiliation Date and fulfillment of all obligations set forth in and pursuant to the extent of the Disaffiliation Agreement.

Local Church shall complete all **actions/transactions required to transfer retained property** to the new legal church entity(ies), including all required **property deeds**.

Annual Conference shall **release all interest** in the retained property via the following instruments:

- **Quitclaim Deed(s)** for real property (i.e. land, buildings)
- **Bill of Sale** for personal property (i.e. building contents, financial accounts, vehicles)

To allow adequate time for the Annual Conference to issue the above referenced release instruments and determine related legal fees prior to the Disaffiliation date, the **Local Church** must complete the following **as soon as possible** (preferably by **October 31, 2022**, and no later than **November 30, 2022**):

- For **each parcel** (real property) to be retained, **submit** the following via the related section of the **Compliance Documentation** form on the [NCC Disaffiliation](#) web page:
 - Property Identification Number (PIN)
 - Physical address
 - Township
 - County
 - Current deed (PDF format only)
 - Other information/records requested by the Annual Conference Chancellor

NOTE: Property information/deeds are available from county **Register of Deeds** and **Tax** departments.

- Provide legal name, mailing address, and incorporation status of the new legal entity (once established)

NOTE: Submit property information even if the church has not yet established new legal entity.

Legal fees related to Annual Conference's release of property are borne by the Local Church per the NCC Disaffiliation Agreement.

- Conference Counsel has estimated that fees for simple transactions are approximately \$600 per quitclaim deed, \$200 per bill of sale, and respective county's recording fees; however, **fees may vary based upon any one or more of several factors** including the number of tracts of property involved (e.g. more than two), whether the property is jointly owned, the presence or absence of reverter clauses in the deeds to the property, or other factors.
- Total **legal fees** will be **calculated and communicated** by the Conference Chancellor **after legal review and opinion**.
- Fees will be **remitted to the Annual Conference** (see [NCC Disaffiliation](#) web page for payment remittance details) and must be paid prior to Disaffiliation Date.

NOTE: Legal fees may be remitted with all other payments or separately.

Please submit **complete and accurate** property information and deeds as outlined in the above guidelines as **incomplete or inaccurate information/deeds** may result in **delays and increased legal fees**.

Churches are encouraged to consult with a local attorney for assistance with property matters, especially if your church has multiple and/or complex properties. Church legal counsel should send communications to disaffiliation@nccumc.org, who will provide assistance and/or forward to Conference Counsel as appropriate.