

## Process for Acquiring a Property

When a Jama'at considers acquiring a property for their local needs, an Assessment Form "Purchase of Property" must be filled out. Please see the attached Form.

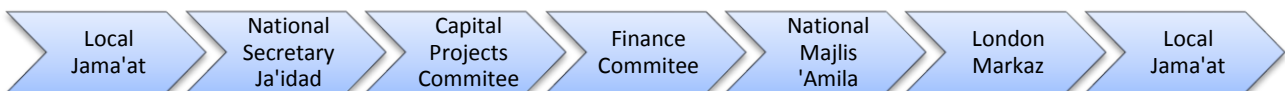
Following are the steps the proposal for the purchase of property goes through:

1. Once the Assessment Form is filled out, it is passed on to National Secretary Ja'idad. An initial analysis on the completeness of the Form is done by the Department of Ja'idad.
2. The proposal is then forwarded to Capital Projects Committee by National Secretary Ja'idad. The Capital Projects Committee conducts a thorough analysis of the proposal, for instance, availability of resources, proximity from members of Jama'at, average number of funding etc. The Capital Projects Committee is also responsible for prioritizing the project, relative to other active projects and needs of the country. Once the Capital Projects Committee approves the proposal, it is then forwarded to the Finance Committee.
3. The Finance Committee will look at the overall cost, budget and funding for the project. It assesses the Project from its financial standing. Once the Finance Committee approves the proposal it is then presented to National Majlis 'Amila.
4. The National Majlis 'Amila then assesses the proposal in the light of the reports of Capital Projects Committee and Finance Committee. If the proposal is approved by the National Majlis 'Amila, then it is passed on to London Markaz for final approval by Hazrat Khalifatul-Masih V (May Allah be his Helper!).
5. Once feedback regarding the proposal is received from London Markaz, the Jama'at is informed about the decision and also the priority of the project based on the ongoing/past pending projects of the country, is communicated.

The above process takes approx. 2 to 3 months to complete.

**Note:** *The Jama'at will be kept apprised of the proposal if any further information is needed from them.*

Following is the visual representation of the process:





## Minimum Criteria for Purchase of Mosque Properties

Note: Please provide as much detail as possible while completing this form. If needed, use extra sheets for general remarks.

### Address of the proposed Property:

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1. What is the nearest major intersection to this property? \_\_\_\_\_
2. Total number of Jama'at Members:
  - Male (Age 7 and above): \_\_\_\_\_
  - Female (Age 7 and above): \_\_\_\_\_
  - Children ( Age under 7): \_\_\_\_\_
3. Approximate distance of the property to residences of Jama'at Members: \_\_\_\_\_
4. How many Jama'at members can offer at least three prayers in this centre by walking? \_\_\_\_\_
5. Have you prepared a fund raising plan? Yes No
  - Please note at least **60%** of the funds required have to be raised locally.
6. Is there a Jama'at member who has direct or indirect financial interest in this property? Yes No
  - If Yes, Please explain in detail:  
\_\_\_\_\_
7. Please explain the main reasons for recommending this property.  
\_\_\_\_\_  
\_\_\_\_\_
8. Age of the building: \_\_\_\_\_
9. Please provide an assessment of the general condition of the property:
  - Excellent
  - Good
  - Fair
  - Poor
10. Covered area of the property:
  - covered area of building
  - size of lot (Acreage)
11. Is this property fenced/gated? Yes No
12. Is the property situated in Qibla direction Yes No
  - If No please explain how this can be used for Prayers:
13. How many parking spaces are available on this property:
14. Is there a turn lane into the property form the main thoroughfare?

15. Current Zoning of the proposed property:

- |   |     |    |
|---|-----|----|
| • Is property zoned for Place of worship? | Yes | No |
| • Is property zoned for Mosque            | Yes | No |

16. By-Law Occupancy Permission for the property (How many people can be there at one time):

\_\_\_\_\_

17. Property Tax of the Property:

- |                            |     |    |
|----------------------------|-----|----|
| • Is property Tax exempted | Yes | No |
|----------------------------|-----|----|

18. What types of heating/ cooling systems are installed in the property? \_\_\_\_\_

19. Are there any washrooms in the property? Yes No

20. If Yes, How many

- How many for Male members, and
- How many for Female members

21. How many entrances from main road available to this property:

22. Is there a kitchen in this property? Yes No

23. Detail of immediately surrounding buildings (Their use and demographics)

24. Any other information you like to share for this property?

**Important Note: At least 60% of total value of the proposed property has to be raised locally before the start of any project.**

I confirm that, this proposal was presented and discussed in the local Majlis 'Amila and it was approved unanimously/with majority vote by the members of the 'Amila.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Local Amir/President Jama'at  
Name of Jama'at:

Capital Projects Committee/Member Jama'at

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_