

East Jamaica Conference's Real Estate Portfolio

Business: East Jamaica Conference of Seventh-Day Adventist (EJC)
Address: 74 Constant Spring Road
Committee: Conference Wide Development Committee

Scope:

To create a database of all real estate properties belonging to the EJC. Recording all pertinent details required to validate and inform decisions surrounding each property.

This database will also assist in helping the EJC to be fully compliant with all statutory bodies by identifying properties that are not compliant.

Type of Properties:

1. Churches (divided into 4 zones)
2. Schools (each school belongs to a zone)
3. Hospitals
4. Vacant lands
5. Other properties

Information to be collected (in no particular order):

- Property ID number
- Images (up to 10)
- Type of property (church, school, hospital, etc.)
- Volume and Folio
- Address (Parish, city/town, street name, lot number and street number)
- Map View
- Land Size (square feet and acres)
- Building size (square feet and square meters)
- Copy of Registered Title
- Valuation Number
- Name of Owner
- Lease or own?
- Mortgage? If yes, which institution.
- Valuation Report (current value and date)
- Purchase Price
- Property Tax (up-to-date? If not what it is outstanding, last payment date)
- Description of property
- Building approvals (yes or no)
- If school, is it registered with MOE)
- Deposited Plan
- Surveyor's ID

Sample Reports

1. Comprehensive list of properties for EJC
2. List of properties by zones
3. List of properties by type
4. List of non-compliant properties
5. Value of portfolio (in JMD and USD)

Resources:

ejcsda.com
nla.gov.jm
jampropsales.com