

FOR CHANCERY USE

Application received (date): _____

Application approved (date): _____

APPLICATION FOR PERMISSION TO SELL PROPERTY

PARISH/INSTITUTION _____ TOWN _____

PASTOR/DIRECTOR _____ DATE _____

The Pastor/Director will kindly complete this application and submit it to the Vice Chancellor's Office for presentation to the Bishop and the College of Consultors.

1. Address/location of property: _____

2. Dimensions of property: _____

3. Size of property (acreage): _____

4. Is property improved? Yes ____ No ____

If yes, please describe improvements: _____

5. Reason for sale: _____

6. Estimated or Exact Sale Price: \$ _____ Appraised amounts: _____ , _____

Please attach two certified appraisals to this application.

7. Does the sale have the support of appropriate parish/agency advisory groups? Explain: _____

8. Do you expect to have a realtor involved in this transaction? Yes ____ No ____

If yes, please provide the following:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

COMMISSION RATE/AMOUNT: _____

Please attach a drawing presenting the dimensions of the property for sale, its location, and its relationship to the overall parish/school/agency property.

NOTE: According to NJ civil law, only the President (Bishop) and Vice President (Msgr. Mahoney) of the parish corporation can execute a contract selling parish property. The pastor is the Secretary of the parish corporation and cannot sign a contract for the sale of parish property.