



# Request for Permission to Lease Ecclesiastical Goods

*“The valid leasing of ecclesiastical goods owned by a parish or other public juridic person subject to the governance of the diocesan bishop requires consent of the diocesan bishop when the market value of the goods to be leased exceeds \$100,000 or the lease is to be for 1 year or longer.”*

*“The valid leasing of ecclesiastical goods by any public juridic person requires the consent of the Holy See when the market value of the goods exceeds \$5,000,000. (USCCB norms on Canon 1297 of the Code of Canon Law 1983)*

*“Unless an asset is of little value, ecclesiastical goods are not to be sold or leased to the administrators of these goods or to their relatives up to the fourth degree of consanguinity or affinity without the special written permission of competent authority” (c. 1298).*

Parish name:	
Pastor:	
Property / goods in question:	
Summary of the economic situation of the parish in relation to the proposed lease:	
Just cause(s) for leasing:	
Plan for use of the proceeds received from the lease:	

## Process for Leasing

### Step One:

- ☐ Obtain an unsigned lease agreement, following the appropriate norms of civil law (c. 1290).

*Note: the lease agreement must be for the market value of the goods; otherwise, it becomes a taxable event.*

- ☐ Send the agreement to the Vice Chancellor.

### Step Two:

- ☐ Obtain a trustee resolution from the Vice Chancellor and obtain the required signatures.

- ☐ Send in the resolution to the Vice Chancellor.

### Step Three:

*Information concerning the lease is sent to the trustee resolution committee and the Bishop for review.*

### Step Four:

*The consent of the Bishop is sought as it must be given to enter into a lease agreement (see norms above).*

### Step Five:

- ☐ Sign the lease agreement and enter into the lease.