

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: \$ \_\_\_\_\_

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.*