**Buying / Selling Property Process & Instructions:**

If you are interested in buying or selling a property, there is a process in place that must be followed.

1. The pastor must notify the bishop, in writing, of the project plans.

2. Fill out all applicable forms and email them to Carrie Wills, Diocesan Property Specialist, at [cwills@dioceseofpueblo.org](mailto:cwills@dioceseofpueblo.org) for review.

3. The priest and financial advisory leader or project lead must be present at the FAC meeting either in-person or by Zoom.

4. Before Bishop may sign a contract, it must be reviewed by Diocesan Legal Council.

**PLEASE NOTE:** All completed forms must be emailed back to Carrie Wills at [cwills@dioceseofpueblo.org](mailto:cwills@dioceseofpueblo.org) no later than the last working day of the month prior to the month the project needs to be placed on the FAC Agenda. FAC will meet the 2nd Tuesday of each month.

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| **DIOCESE OF PUEBLO** |

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| **SALE OF PROPERTY PROPOSAL** |

Parish/Mission Name:

Property Street Address:

Legal Description:

Outstanding Debt on property being sold:

Outstanding Lien on property being sold:

Rent Income (if being leased) per month:

Rent Expenses (from lease) per month:

Total:

**Provide a copy of the rent/lease agreement if there is one on this property.**

Does the parish owe the Diocese of Pueblo CBS funds?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how much?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the parish owe the Diocese of Pueblo AMD funds?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how much?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed use of funds from sale of property:

***Attach Real Estate Agent agreement with property comparison or appraisal and original deed to this form.***

Person Preparing Proposal: \_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Parish Council Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Finance Council Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date