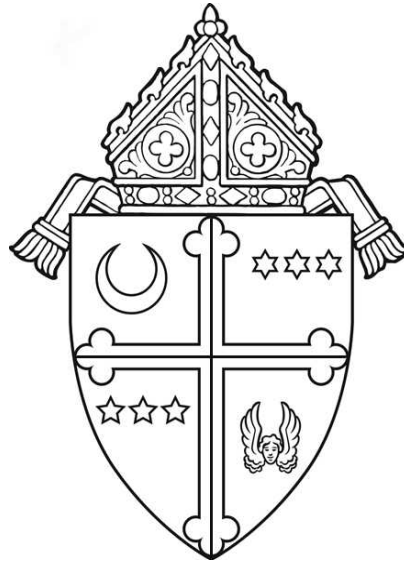


ARCHDIOCESE OF WASHINGTON



FORM A

PETITION FOR CANONICAL PERMISSION TO:

- Enter into Real Property Agreements for any purpose, including permission to:
 1. Sell Real Property
 2. Purchase Real Property
 3. Borrow Money to Purchase Real Property
 4. Enter Other Real Property transactions, including but not limited to:
 - Leases
 - Licenses
 - Assignments
 - Easements (Give Right of Way)
 - Accept Gifts of Property, Donate Property, or Raze
 5. Substantially Alter Parish Real Property

This petition must be submitted at least six weeks prior to the anticipated start date to the OFFICE OF THE MODERATOR OF THE CURIA, ARCHDIOCESE OF WASHINGTON, PO BOX 29260, WASHINGTON, DC 20017-0260. Please email the Director of Facilities Managements at destwolr@adw.org to indicate that your petition has been sent.

Form A: COMMENTARY & INSTRUCTIONS

Purpose

The purpose of Form A is to request canonical permission to sell real property, purchase real property, borrow money for real property transactions, lease, license, assign, grant easements to, or otherwise enter real property transactions (including permission to accept real property gifts, option, barter, donate, or raze) or to alter substantially parish real property. Permission is required for any real property transaction according to values listed on the corresponding chart of the Contract Review Policy. This is in accordance with canons 1291 and 1292 of the *Code of Canon Law*.

This form should also be used for selling parish-owned goods or personal property in excess of the values listed on the charts.

However, sacred goods, including sacred art such as stained glass windows, cannot be sold, leased, auctioned, or otherwise transferred to private persons. These goods must be donated or transferred to other ecclesiastical institutions (e.g., parishes, oratories, and chapels) in accordance with Canon Law. Please contact the Office of Worship for approval to transfer Sacred Goods and to help with the proper disposal of valuable precious goods.

Form A: INSTRUCTIONS FOR COMPLETING

- 1) Print the parish name, address, telephone number, and three-digit parish number. Give as complete a description as possible of the proposed transaction as well as the terms of the transaction. If this transaction pertains to the school, indicate this in the description and justification section.
- 2) Complete the OPERATING CASH AND SAVINGS INFORMATION requested by using the parish's most recent monthly financial report.
- 3) Certify that the pastor has received the advice of the parish finance council.

Additional Information

It is important that the information requested be submitted with the petition. Specifically:

- a) Provide a proposal from a contractor or contact the Facilities Management Office to assist with gathering the proper documents for this transaction.
- b) If the parish intends to demolish real property, it is important that an inspection for hazardous material and the possibility of abatement be completed by the Facilities Management Office before Form A is submitted.
- c) Form A permission is required if the parish intends to lease property from others for parish use (e.g., school building, gymnasium, parking facilities).
- d) A professional appraisal must be completed prior to submission of Form A to market property for sale. The Director of Facilities must approve the appraiser before they are retained.
- e) Requests for loans must be accompanied by a detailed impact statement of how the parish will repay this loan in a timely manner. Parishes are not permitted to obtain their own line of credit. They must obtain their loan from an authorized bank associated with the Archdiocese's line of credit.

Form A: APPLICATION

Parish Name: _____

Parish Address: _____

Telephone #: _____

Parish #: _____

Pastor's Name: _____

Submittal date: _____

I, the undersigned pastor/administrator, request permission to:

*On the lines above please briefly identify the type of transaction (lease, purchase, market for sale, sell, raze, etc.) and then attach a description of the project, its justification, and location of the property to this Form. The detailed description of the proposed transaction should include the information requested on the last two pages of this application (this information can be formatted as a detailed letter of request to the Director of Facilities Management).

In connection with the above, I anticipate [receiving/expending] the sum of \$ _____.

1. With respect to the real property purchase, I need to request a loan in the amount of \$ _____ proposed to be repaid in [monthly] installments in agreement with the Archdiocesan Chief Financial Officer over ____ years beginning _____.
2. If applying for permission to lease parish property, the proposed monthly rental is \$ _____ for the period _____ to _____.
3. If requesting to lease or to license real property to others, the property [is/is not] currently exempt from real estate tax.
4. Other Information:

Please contact the Archdiocesan Facilities Management Office at (301) 946-3702 before entering into agreements or for assistance with completing this form.

Operating Cash and Savings Information

Parish/School Cash Position

Total Cash and Investments: _____
Restricted Funds: _____
Restricted Funds: _____
Restricted Funds: _____
Cash Available For Use: \$ _____

Parish/School Debt

Offertory & Education Assessments: _____
Property Casualty: _____
Catholic Standard: _____
Other Archdiocesan Assessments: _____
National Collections: _____
Health Benefits: _____
Archdiocesan Loan: _____
PNC Bank Loan: _____
Capital One Bank Loan: _____
Accounts Payable: _____
Total Debt: \$ _____

By virtue of canons 537 and 1280 and Archdiocesan Statute, it is necessary that the Pastor/Administrator, Chairman and *at least two* members of the parish finance council sign this request.

Signature of Pastor/Administrator

Date

Signature of Finance Council Printed Names of Signers

Date

Form A: Additional Information

To expedite this Form A petition, please complete this page and submit with this Form A request. This information, if available, needs to be submitted at this time.

- **The Archdiocesan Facilities Management Office must submit all legal documents for this transaction to the Office of the General Counsel for legal review before they are signed. Please check the box that applies to this request:**

- The proposed legal documents for this transaction are attached for review.
- The Archdiocesan Facilities Management Office is requested to supply the legal documents for this transaction. The necessary background information accompanies this form.

- **Please circle the numeral that describes the type of transaction you are proposing. On a separate sheet, supply the information requested, using the numbers indicated.**

I) If the parish intends to market for sale, sell, or purchase real property or to grant or accept an option on real property:

- 1) Describe the reason for this request.
- 2) Describe the property and give the street address, lot and block number, and the deed book volume and page number of this property.
- 3) Give the name, address and telephone number of the listing agent, buyer, or optionee.
- 4) If selling or purchasing real property, attach documentation demonstrating the fair market value. (A certified appraisal is required when selling parish property.)
- 5) If selling property, give the expected closing date, if known.
- 6) Describe any conditions or contingencies related to this transaction, if known.
- 7) Describe the buyer's intended use if a church building is being sold, if known.

II) If the parish intends to sell or otherwise dispose of personal property other than normal operating equipment:

- 1) Describe the reason for this request.
- 2) Describe the property and give the address where it is located.
- 3) Give the name, address and telephone of buyer if known.
- 4) Give expected sales date if known.
- 5) Describe any conditions or contingencies related to this transaction.

III) If the parish intends to grant a right of way or easement:

- 1) Describe the reason for this request.
- 2) Describe the property. Give the street address, lot and block number, and the deed book volume and page number of this property.
- 3) Give the name, address and telephone number of the party seeking the right of way or easement.
- 4) Attach a map, drawing or survey of the proposed right of way.

IV) If the parish intends to demolish real property:

- 1) Describe the reason for this request.
- 2) Give the street address and identification of the building to be demolished.
- 3) Give the name, address and telephone number of the demolition contractor.
- 4) Describe the amount of time that will be given to the contractor for the demolition.
- 5) Indicate the estimated cost of the demolition and the cost of removal of hazardous materials and whether the parish has sufficient funds to cover the cost or will need to borrow.

V) If the parish intends to lease or license parish owned real property to others; or lease or license real property from others:

- 1) Describe the reason for this request.
- 2) Describe the property. Give the street address, lot and block number, and the deed book volume and page number of this property, if applicable.
- 3) If only a part of the premises is to be leased/licensed, identify the same specifically, e.g., room number(s).
- 4) Give the name, address and telephone number of the lessee/licensee.
- 5) Give the starting and ending dates of the lease/license and indicate if this is a new lease or a renewal.
- 6) Describe the use to which the leased/licensed premises will be put and the nature of the tenant (e.g., non-profit organization, religious group, etc.).
- 7) List the days and hours of operation of the leased/licensed activity.
- 8) Describe any special provisions regarding the payment of utilities or the maintenance of the property.

VI) If the parish intends to accept real property given as a donation:

- 1) Describe the property to be accepted and give the street address, *lot* and block number, and the deed book volume and page number.
- 2) Give the name, address and telephone number of the donor.
- 3) Describe any special conditions or contingencies on this gift.
- 4) Give the assessed value of this property.