



# CAPITAL ASSET SALE INITIATION

**DIRECTIONS TO INITIATE A CAPITAL PROJECT**

Fill in the top section information. All fields marked with an \* are required. Once finished please return the form with all needed signatures to the Real Estate office to initiate the sale of the parish asset. The parish will receive confirmation to ensure your initiation form is received.

Vicariate*:	Deanery*:	Parish ID*:	Date Submitted*:
Parish Name*:			
Address*:		City/ZIP*:	
Phone*:	RMC*:	Grouping Name*:	
Pastor* (or administrator):		Email*:	
Business Mgr./Ops. Dir.*:		Email*:	
Asset to be sold*:			
Reason for sale*:			
Parish debt amount*:			
Parish Socialization* (When and to who was it socialized? Parish bulletin? Meeting? Date?):			Vacant?*
			Active Lease?*

**Church Relegation letter dated\*:**

**Bishop Relegation letter/date\*:**

**Presbyteral Council Relegation intro/vote meeting dates:**

**Please note that by signing, you are acknowledging and committing to the following:**

1. Parish is agreeing to list the property above on the market for sale.
2. Parish is approving the Archdiocese of Chicago Real Estate office to request a property valuation or an appraisal, as well as permission to request a proposal for a property survey and property title, both necessary to sell an asset in the state of Illinois.
3. Engage an outside broker to list the property, if necessary.
4. Parish finance committee and Pastor/Administrator acknowledges this debt must be paid before funds from the sale are disbursed for parish use.
5. Parish agrees to a 2% real estate fee off the contracted sales price paid at closing of real estate transaction.

**THIS SECTION TO BE COMPLETED BY THE PARISH**

PASTOR

(Authorized Signator)  \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

VICAR

(If Parish Administrator)  \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

DVO

\_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Notes: \_\_\_\_\_

**SUBMIT COMPLETED FORMS VIA EMAIL TO THE FOLLOWING:**

Email: [cmorris@archchicago.org](mailto:cmorris@archchicago.org), [mhughes@archchicago.org](mailto:mhughes@archchicago.org)