

Checklist for Parish Property Sales and Leases

The Anglican Church Act 7(5) says: A parish corporation shall not lease, sell, mortgage or otherwise dispose of real estate without the approval of the Bishop and of the Synod. That is, Bishop and Synod have a legal responsibility to ensure that disposal of parish property furthers the mission of the Church and is otherwise prudent.

This checklist is designed to help a parish corporation through the process.

- Discuss with and obtain approval to proceed from the Territorial Archdeacon.
- Resolution to dispose of the property approved by the Parish Corporation.
- Make application to the diocesan Property Committee per the steps laid out in [Policy A-3: Disposition of Real Property and Demolition of Buildings](#). Include the required documentation with the application.
- Receive notice of approval in writing from the Bishop. This approval will include permission from the Synod, normally represented by the Finance Committee.
- Proceed to sell, lease or list property, as per approval.
 - If permission is to list property for sale or lease, parish corporation proceeds with steps to receive offers and accept the preferred offer. If, however, the corporation wishes to entertain an offer that is less than the minimum price initially approved by the bishop and synod, the corporation must see new permission to sell at this lower amount.
- Obtain legal counsel to complete the sale or lease transaction.
 - More than two weeks prior to the closing date, have your lawyer contact the Bishop's Office for a Schedule D template. This template is used for Bishop and Synod to sign-off on their approval of the sale or lease per the Anglican Church Act.
- Parish lawyer completes the documentation for the transfer of property, including the Transfer (Form 13) or Lease (Form A19) and the Schedule D.
 - This documentation should be emailed to the Bishop's Office, for the Schedule D to be executed by the Bishop and the Secretary of Synod (normally within a two-week period). Original executed copies of Schedule D will then be returned to the lawyer for attaching to the transfer or lease prior to registration under land titles.