

Diocese of Dallas
Summary of Review and Approval Process
For Purchases, Sales or Leasing of Real Estate

This summary does not purport to state all of the components of the related Policy. It is meant to be a guide to assist you in efficiently accomplishing the process.

1. Pastor writes letter to Bishop and copies the Diocesan legal counsel advising of project
2. Bishop responds to Pastor and copies the Diocesan legal counsel acknowledging receipt
3. The Pastor must obtain the required **Parish Finance Council** consent (using diocesan template) prior Bishop's approval.
4. Advance **approval in writing by the Bishop** is required.
5. The Bishop and the Pastor must sign all final documents, subject to the criteria for a Short Form Contract
6. Any purchase or sale of real estate with a market value in excess of \$100,000 requires consent of College of Consultors
7. Leasing of property owned by diocesan entity requires the consent of College Consultors if the
 - a. market value of property is greater than \$100,000, or
 - b. term is one year or more (including any renewal options)
8. All purchase contracts, leases and related closing documents must be reviewed by Diocesan legal counsel in advance.
9. Diocesan legal counsel review will be documented in the respective contract or lease file. The CFO or Director of Construction will retain (in the respective contract or lease file) the e-mail, fax or letter used to:
 - a. transmit the documents to counsel for review,
 - b. return comments to the diocese from counsel,
 - c. confirm to counsel that proposed changes have been made, or confirm a final consensus not to make the change,
 - d. obtain legal counsel approval of final documents,
communicate to Bishop a summary of the internal and external review steps, and requesting his signature, with the attached checklist (to be presented to Bishop with documents for signature).
10. **Written consent** from the Diocesan legal counsel must be received by the Bishop and the Pastor prior to execution of documents by the Bishop and Pastor

Attachment

	Diocese of Dallas	
	Entity Real Estate Purchase, Sales or Lease Tracking	
	(enter date completed or "N/A")	
	Parish Name →	
	Project Name →	
1.	Letter to Bishop from Pastor and copy to Diocesan legal counsel	
2.	Response from Bishop and copy to Diocesan legal counsel	
3.	Copy of Pastor's letter and Bishop's letter to CFO	
4.	Real estate acquisition and/or leasing policy from Diocesan legal counsel to Parish/Entity	
5.	Consent of Parish Finance Council or Entity Directors received	
6.	Consent of College of Consultors received by Diocesan legal counsel	
7.	Draft contract/lease documents received by Diocesan legal counsel	
8.	Contract documents reviewed by CFO & Diocesan legal counsel	
9.	Necessary revisions made to contract documents	
10.	Written consent from Diocesan legal counsel	
11.	Contract documents signed and closed (CFO)	