

PURCHASING PROPERTY

The Leadership Council of the community must request and obtain approval from the College of Consultors to search for property for a new parish site. Upon approval, the community will work with the Properties Office to determine the best site for the new parish, and conduct all aspects of the actual purchase.

The Properties Office will work with the community leadership to:

- locate possible sites
- choose the final site
- obtain approvals from the neighboring parishes, Vicariate and College of Consultors to:
 - have the property appraised.
 - The Properties Office will order the appraisal, and present an Offer to Purchase, prepared by the Properties Office

When the Offer to Purchase is accepted

- The seller will provide the Properties Office with:
 - A Seller's Disclosure (if property is improved residential and this has not yet been provided)
 - A Lead-based Paint Disclosure (if property is improved residential and this has not yet been provided)
 - Tenant Disclosures (if not already provided)
- The Properties Office will perform due diligence:
 - Order an appraisal (if not already obtained)
 - Review lot splits or land division (if applicable)
 - Conduct a survey (if not provided by the property owner)
 - Check title commitment and zoning information
 - Check that the following do not exist:
 - ▶ code violations
 - ▶ tax liens
 - ▶ delinquent utility bills
 - If property is improved and improvement will be utilized:
 - ▶ building inspection
 - ▶ city inspection (if required)
 - ▶ termite inspection
 - ▶ radon inspection
 - ▶ asbestos survey (depending on building age, required if property will be utilized or demolished)
 - ▶ environmental assessments as required:
 - ▶ Transaction Screen
 - ▶ Phase I Environmental Site Assessment
 - ▶ Wetland Survey
 - ▶ flood plain information
- If a new structure is to be constructed, the Buildings Office will:
 - percolation
 - geotechnical surveys

The final step is to proceed with closing:

- The Leadership Community will work with the Properties Office for coordination with the archdiocesan lawyers and title company regarding closing documents.
- NOTE: ALL documents pertaining to the purchase of property are to be reviewed and signed by the Director of Properties or the Deputy Director of Properties.
- ALL property purchased for use by a parish is to be titled in the name of the current archbishop in office (i.e. Adam J. Maida, Roman Catholic Archbishop of the Archdiocese of Detroit)