



DIOCESAN PROPERTY INVENTORY

Use this form to add or remove structures (e.g., shed, garage, maintenance building)
including selling or demolishing a piece of real estate.

Diocesan Location: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email address: _____

Person Reporting: _____ Date Form Completed: _____
MM/DD/YYYY

ADDING PROPERTY

Street Address (if it has one): _____

Check One:

Purchased Leased If leasing, Landlord Name: _____

Building Value: _____ Content Value: _____ Gross Square Footage: _____

Description Used to Refer to the Property (e.g., Shed#2, St. Paul Hall, Rectory Garage):

Primary Purpose of the Property (e.g., Storage, Vehicle garage, Maintenance supplies):

Construction Type: _____ Year Built: _____ Number of Stories: _____
(e.g., wood, masonry, steel, reinforced concrete)

REMOVING PROPERTY

What property has been removed? (e.g., shed, garage, maintenance building)

Date property removed: _____

Please check one: Property Sold Property Demolished

Was content moved to different property? Yes No

If yes, to which property was it moved? _____