
Diocese of Sacramento
PROPERTY CHANGE FORM

When new property is acquired or if property is disposed, please complete this form and fax it to the Diocese of Sacramento Finance Department at (916) 733-0295. Immediate notification is necessary in order to coordinate insurance coverage.

Insurance Billing/Location # _____ **Date Prepared:** _____

1. Location Reporting Change: _____ School Church
Mailing Address: _____
City, State, Zip Code: _____
Phone # _____ Fax # _____

2. Please Add / Delete the following effective: _____
Address of Property: _____
City, State, Zip Code: _____

3. Complete the following for Property Additions:

Total Number of Buildings: _____ Total Number of Units: _____
(If multiple buildings, a site plan is requested. Please provide a breakdown of sq. footage and/or number of units per bldg.)
Type of Construction: _____ Roof Construction: _____
Total Building Value: _____ Value based on: Purchase Price Construction Cost
Number of Stories: _____ Total Square Footage: _____ Year Built: _____
Type Fire Protection (i.e. sprinklers, smoke detectors, alarms, etc.): _____

Is building leased to others? Yes No

4. Type of Building/Use:
 Dwelling Convent Rectory Garage
 School Gymnasium Classrooms Multi Purpose
 Church Hall Office Storage Shed
 Other
Additional Information: _____

Did this Property Change affect the use of any existing church or school buildings? Yes No
(i.e. purchase of rectory allows former rectory to become office, new church allows former church to become gym, etc.)

If Yes above what existing building use was changed: _____

Submitted by: _____ Date: _____