

DIOCESE OF EL PASO
REQUEST FOR PROPERTY CHANGE FORM

PARISH NAME _____ LOCATION NUMBER 0113- _____
PARISH ADDRESS _____
PARISH PHONE # _____ PARISH EMAIL ADDRESS _____

COMPLETE THE SECTION BELOW TO ADD PROPERTY

EFFECTIVE DATE _____
PROPERTY DESCRIPTION _____
PROPERTY ADDRESS _____
BUILDING VALUE _____ CONTENTS VALUE _____
CONSTRUCTION: FRAME _____ MASONRY _____ STEEL _____
YEAR BUILT _____
IS BUILDING WITHIN 50' OF OTHER LOCATION OWNED BUILDING? YES _____ NO _____
IF YES, WHICH BUILDING? _____

COMPLETE THE SECTION BELOW TO DELETE PROPERTY

EFFECTIVE DATE _____ ITEM NUMBER ON LEDGER PAGE _____
PROPERTY DESCRIPTION _____
PROPERTY ADDRESS _____
REASON FOR DELETING: SOLD _____ TORN DOWN _____
OTHER _____

COMPLETE THE SECTION BELOW TO RENAME AN ITEM ON THE LEDGER PAGE

EFFECTIVE DATE _____ ITEM NUMBER ON LEDGER PAGE _____
PROPERTY DESCRIPTION _____
SIGNATURE _____ DATE _____

To add a building please complete the attached Building Report Form (BRF). Use the Commercial BRF for commercial buildings and the Residential BRF for dwellings.

Return Property Change and Building Report Forms to Cindy Marr at cmarr@catholicmutual.org