DIOCESE OF NORTH CAROLINA

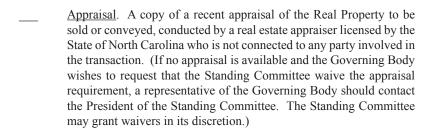
Checklist A

Sale, Outright Conveyance or Alienation

(Updated through September 15, 2014)

To obtain the consent of the Standing Committee and the Ecclesiastical
Authority for a sale, outright conveyance or alienation of Real Property or Tangible
Personal Property, the seeker should provide the following documents to the President of
the Standing Committee at least fourteen (14) days prior to the next regularly scheduled
Standing Committee meeting:

- Resolutions. A copy of resolutions of the Governing Body authorizing the sale or conveyance. For sample resolutions, please refer to **Exhibit A-1**. The resolutions shall:
 - (a) Identify the property;
 - (b) Set forth the terms of the sale (including the price agreed or sought);
 - (c) Describe the main provisions of any listing with a real estate agent and attach a copy of any listing agreement;
 - (d) Give the reasons for the sale, including the proposed application or reservation of the sale proceeds; and
 - (e) Include a statement that the property is not needed for the ongoing operations of the congregation or institution.



Purchase Money Financing. If the sale contemplates any purchase money financing, a written explanation thereof with copies of any

GUIDELINES FOR REAL ESTATE TRANSACTIONS

