

Catholic Diocese of Memphis
Gifts of Real Estate Donation Form

Thank you for your generous intention to make a gift of real estate to the Diocese of Memphis. To help us evaluate and process your gift, please complete this form as fully as possible and return it to the Office of Development & Stewardship.

Donor Information

Name(s): _____

Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Property Information

Type of Property: ☐ Residential ☐ Commercial ☐ Vacant Land ☐ Other _____

Street Address of Property: _____

County/State: _____

Parcel/Tax ID Number (if known): _____

Approximate Size/Acreage: _____

Zoning Classification (if known): _____

Current Use: _____

Is the property subject to any tenants, leases, or rental agreements?

☐ Yes ☐ No

If yes, please attach copies of leases.

Ownership & Encumbrances

Current Owner(s) of Record: _____

How was the property acquired? _____

Date Acquired: _____

Are there any mortgages, liens, back taxes, or other encumbrances?

☐ Yes ☐ No

If yes, please describe: _____

Is the property part of a Homeowners' Association (HOA)?

☐ Yes ☐ No

If yes, provide HOA name and annual dues: _____

Financial & Tax Information

Estimated Fair Market Value (FMV): \$_____

Date and Value of Most Recent Appraisal (if available): _____

Annual Property Taxes: \$_____

Insurance (if any): _____

Carrying Costs (utilities, maintenance, HOA fees): \$_____

Supporting Documentation (please attach if available)

- ☐ Copy of current deed
- ☐ Recent appraisal or market analysis
- ☐ Current tax bill and proof of payment
- ☐ Survey or plat map
- ☐ Environmental reports (if any)
- ☐ Copies of leases, if applicable
- ☐ Title insurance policy (if available)

Donor Intent

I/we intend this gift to benefit:

- ☐ Diocese of Memphis (unrestricted)
- ☐ Catholic Foundation of West Tennessee (endowment/sale proceeds)
- ☐ Specific ministry/parish: _____

Acknowledgment

I/we understand that:

The Diocese of Memphis must review all real estate gifts prior to acceptance.

The Diocese may require an independent appraisal, environmental review, and legal/title search.

Donors are responsible for securing and paying for their own appraisal for tax purposes.

The Diocese reserves the right to decline gifts that present legal, environmental, or financial risks.

Signature(s) of Donor(s): _____ Date: _____

Signature of Co-Donor (if applicable): _____ Date: _____

For Diocese Use Only

Date Received: _____

Reviewed by: ☐ Development Office ☐ Finance Office ☐ Legal Counsel

Finance Council Approval: ☐ Yes ☐ No

Bishop Approval: ☐ Yes ☐ No

Accepted On: _____

Notes: _____