

**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](mailto:cmarr@catholicmutual.org)*