

**DIOCESE OF ST PETERSBURG**  
**OFFICE OF REAL ESTATE**  
**POLICIES AND PROCEDURES**

The Office of Real Estate practices active stewardship of all Diocese owned real estate within the Diocese of St. Petersburg, comprising Pinellas, Hillsborough, Pasco, Hernando and Citrus Counties. Some Diocese owned properties are “Parish properties”, which are controlled and managed by the Parish Pastor and Staff, but with Diocesan assistance as requested and needed from the Office of Real Estate; All other Diocese owned properties are “Diocesan properties”, which are controlled and managed by the Bishop, by delegation and direction to Diocesan Staff, including the Office of Real Estate. The legal ownership of all Diocese owned real estate rests with the Bishop as the Corporation Sole.

The Office of Real Estate provides the following services:

- Assistance and facilitation in the purchase, sale or lease all “Parish properties” (controlled and managed by Parish Pastor and Staff.) Approval of the Pastor and the Bishop (or his Power of Attorney) must be obtained in advance for all transactions.
- Management of purchase, sale or lease of all “Diocesan properties” (controlled and managed by the Diocese through the Office of Real Estate). Approval of the Bishop (or his Power of Attorney) must be obtained in advance for all transactions.
- Advice and assistance to Parishes in management of “Parish property” matters, including purchase, sale or lease of property, taxation and tax avoidance, land use matters, real estate asset management and coordination with Diocesan attorney when necessary.
- Management of “Diocesan property” matters, including purchase, sale or lease of property, taxation and tax avoidance, land use matters, real estate asset management and coordination when necessary, with the Diocesan attorney on real estate legal matters.
- Land use and real estate related support for operations of other Diocesan offices and affiliated ministries, including but not limited to, the Office of Construction, the Office of Schools, Catholic Charities and Miserere Guild.
- Ongoing documentation and cataloguing of all Diocese owned real estate.
- Preparation, approval and maintenance of the Office of Real Estate yearly budget.

If you have any questions about the operations of the Office of Real Estate, or if we can be of service to you in any way, please contact us (727) 344-1611, ext. 5401 or at [rbh@dosp.org](mailto:rbh@dosp.org).

Thank you and God bless you