**How to use this document:**

The new CRA charity registration system requires parishes which are registering to provide proof of ownership/lease of any properties they use. This document has been created to allow parishes whose property is vested in the Representative Church Body to provide proof of such ownership.

**Please note:** Some properties are held not by the RCB but by other bodies such as local trusts or the Board of Education. These are not covered by this document and specific confirmation of ownership will need to be sought from the appropriate body.

Please type the name of the parish as it appears/ is to appear on the Charity registration, this will then add the parish name to the other areas of the document where it is referenced. Once you have added this and the other details (Diocese, Property Name and Property Address) please email the document to the RCB Property Department at Property@rcbcoi.org.

The RCB property department will confirm the details and send back a signed copy of the form as a pdf which can be used during registration.

Logo, icon

Description automatically generated

Property Ownership Note

For properties vested in the Representative Church Body

**For completion by Select Vestry:**

* Charity Name: **[Parish Name]**
* Diocese:
* Property Name:
* Property Address:

**For completion by Property Department Representative:**

We wish to confirm that the above property is vested in the Representative Church Body of the Church of Ireland and held on trust for the benefit of [Parish Name] Parish.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Department,

Representative Church Body