

MEMORANDUM

TO: _____ (attorney representing CBC)

FROM: _____

DATE: _____

RE: Property Information and Contact Sheet for Prospective PURCHASE of Property by Catholic Bishop of Chicago commonly known as

Unless the information is already correctly stated in a purchase and sale contract that has already been transmitted to the attorney:

| | |
|--|--------|
| Address(es) | |
| Intended use of the property, including name of parish, if any | |
| Legal description(s) | |
| PIN(s) | |
| Does the property we want to purchase have its own separate PIN? A separate legal description of record? | |
| Size (acreage) | |
| Addresses and PINS of other property we own in the immediate vicinity; uses of such property (e.g. church, rectory, vacant land) | |
| Sidwell or assessor's map or googleearth aerial market to show what will be purchased and other property we own in the vicinity | Attach |
| Old title policy, if seller can make available to us and the new commitment will take a while to obtain | Attach |
| Whether new title commitment has been ordered by seller | |
| Once new title commitment has been ordered, title company name, order number, title officer | |
| Copy of title commitment and underlying title exception documents | Attach |
| ALTA items that we want plat of survey to depict | |
| Whether seller has ordered new survey | |
| Old survey, if seller can make available to us and the updated survey will take a while to obtain | Attach |

| | |
|--|--|
| Physical property issues (e.g. demolition required, new curb cuts, dangerous condition of building or sidewalks, mold, termites) | |
| Will our intended use comply with zoning? Do we need a zoning contingency? | |
| Physical due diligence that we have or intend to perform (including environmental, physical inspections, feasibility) | |
| Any other contingencies? | |
| Whether the building(s) are currently occupied or vacant | |
| Any unusual conditions of the property | |
| Whether we want to assume any leases or operating agreements in effect at the property | |
| Desired timeline for purchase and reasons for certain target dates | |
| Other | |

CONTACT INFORMATION

(please include name, address, email, phone and fax for each person)

| | |
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| CBC Real Estate Office main point of contact | |
| CBC Parish main point of contact | |
| CBC Broker | |
| Seller | |
| Seller's Broker | |
| Seller's Attorney | |