

Christian Congregation of Jehovah's Witnesses  
Congrégation chrétienne des Témoins de Jéhovah



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November 1, 2012

TO ALL BODIES OF ELDERS IN CANADA

Re: Request for approval to sell property

Dear Brothers:

We are writing to provide direction regarding new policies and procedures that are now in effect for real estate and property matters.

Effective immediately, approval is required for the sale of any property in our branch territory. This includes apartments, Assembly Halls, farms, Kingdom Halls, land, and residences. To this end, when it has been resolved to sell a property, or the intention to do so is known, the Regional Building Committee (RBC) must be promptly notified. Thereafter, the RBC will immediately contact the Kingdom Hall Desk at the branch to request a *Property Sale Evaluation Checklist*. This one page form will be provided to the RBC with instructions for completion, following which the completed checklist must be submitted to the branch for review. **Property cannot be marketed or sold without written approval from the branch following the review of the *Property Sale Evaluation Checklist*.**

Since this is a new policy, please note that these procedures also apply to all properties currently listed for sale. Therefore, we ask that each RBC contact the Kingdom Hall Desk at this time to request a checklist for each property that is currently at any stage of the sale process.

All proposed sales will be reviewed at the branch for completeness. We will then notify you on how to proceed.

We understand that some of these policies are new and may require considerable effort on your part to put into practice. However, your diligence in doing so will help to ensure that the best decisions regarding these properties are made.

Please be assured of our warm Christian love and best wishes.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

cc: Regional Building Committees  
Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for bodies of elders (S-22)* at this time as well.