



EPISCOPAL REAL ESTATE OF LONG ISLAND

ADMINISTRATION • CONSTRUCTION • ASSET MANAGEMENT

Construction

Procedure for Potential Construction Projects

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1. Request a Site Visit
2. Review Feasibility
3. Approval
4. Vendor Interviews
5. Design phase
6. Contractor Bids
7. Required documents, insurance and contracts
8. Job management and completion



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Funding Options

- Parish funds
- Funding assistance from Trustees (at Trustees' discretion)
- Episcopal Church Building Fund (ECBF) Loan
 - ECBF makes non-mortgage loans to Episcopal congregations and organizations. Loans are made for building projects, renovations, repairs, improvements and or purchases of land or buildings. This includes church buildings, schools, rectories, diocesan camps, and buildings. Loans must be reviewed, approved, and secured by the Trustees of the Estate. The maximum amount for this loan is \$750,000.



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Violations

- Brooklyn and Queens parishes: **Jack Jaffa Compliance Portal**
- **Compliance inspections:**
 - Boilers
 - Elevators
 - Gas Inspections
 - Benchmarking
 - Maintaining public assembly permits
 - FDNY ansul systems (commercial kitchens)
 - 311 complaints
- **Notification service not available in Nassau and Suffolk** – parishes to inquire directly with village and county
- Do not ignore complaints, compliance orders or violations.

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Administration

Property Tax Exemptions

County	Filing Notes
NYC Boroughs	Due January 5, 2026 File online: www.nyc.gov/filenfp .
Nassau County	Due January 2, 2026 File via email: nccommercialexemptions@nassaucountyny.gov Or via USPS
Suffolk County	Typically due March 1, 2026. Please check with your Townships regarding the official due date.
Incorporated Villages	Check with your village for their due date.

Brooklyn and Queens Churches and Rectories are eligible for Water Exemptions via DEP

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**EPISCOPAL REAL ESTATE
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Asset Management

Leasing and Sales

Leasing FAQs

- Rent price
- Tax exemptions
- Approvals
 - Bishop
 - Trustees/Vestry
 - Standing Committee

Property Sales FAQs

Lease Terms:

- Ecclesiastical Approval
- Safe Church Training
- Background checks
- Certificate of insurance
- Security deposit
- Permitted signage
- Landlord cancellation clause
- Term of lease, rent increases



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Asset Management

Property Development

Property Development: process in which buildings and/or land is developed to raise its value.

Consider:

- **Zoning** (residential, commercial, manufacturing, buildable area)
- **Permitted use** (church, multifamily, retail)
- **Limitations** (historical district, landmark status)

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Asset Management

Creative Monetization

- EV Charging (in research phase)
- Film / Movie productions
- Cell Towers
- Event rental



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