**Appendix B Information Sheet**

 **Appendix B-1 for the Sale, Purchase of Property or for Obtaining a Mortgage:**

An Appendix B-1 is submitted to Information Services Corporation to register a change in ownership or to register a mortgage. This certificate is completed when the existing trustees are not the trustees named on the title to the property registered at Information Services Corporation, Saskatchewan.

An Appendix B-1 is completed by the minister of the pastoral charge or the pastoral charge supervisor, if this person is a minister. As Information Services Corporation requires a minister of the United Church of Canada to complete this document, if the pastoral charge supervisor is a lay person, then the Living Skies Regional Council Property Commission will complete Appendix B-1 for the congregation or pastoral charge. If the Property Commission is going to complete this document, the Property Commission will require the motion from the congregational meeting naming the trustees including the date of the meeting.

Information Services Corporation requires that the signature of the minister or pastoral charge supervisor be witnessed:

* by a lawyer or
* by a witness (not a lawyer) who then has a lawyer or commissioner of oaths complete an affidavit of execution.

Thus, there are two different appendix B-1’s for the sale, purchase or mortgage, please ensure that you are using the correct appendix B-1.

If you have any questions about this, please contact your liaison from the Property Commission.

**Appendix B-2 for Property Transactions Other Than Sales, Purchase or Mortgage**

Like Appendix B-1, the Appendix B-2 is completed when the existing trustees are not the trustees named on the title to the property registered at Information Services Corporation, Saskatchewan. But this certificate it is used for property transactions other than sales, purchases or mortgages. For these types of transactions, the Information Services Corporation is not involved. This certificate is for the use of the Living Skies Regional Council Property Commission only. Therefore the document can be signed by a minister or a pastoral charge supervisor who is a lay person. The Commission requires that the signature of the minister or supervisor be witnessed, but the witness does not have to be a lawyer or commissioner of oaths.