

Episcopal Real Estate of Long Island

- Administration
- Construction
- Asset Management



Construction

Procedure for Potential Construction Projects

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Tina Kurek (516-236-5463, tkurek@dioceseli.org)

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

Construction

Funding Options

- Parish funds
- Funding assistance from Trustees (at Trustees' discretion)
- Episcopal Church Building Fund (ECBF) Loan

Construction

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.
- Contact Tina Kurek, tkurek@dioceseli.org



EPISCOPAL REAL ESTATE
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Administration

Property Tax Exemptions

County	Filing notes
NYC Boroughs	Due January 5, 2025 File online: www.nyc.gov/filefp .
Nassau County	Due January 5, 2024 File via email: nccommercialexemptions@nassaucountyny.gov Or via USPS
Suffolk County	Typically due March 1st. 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



Asset Management

Leasing and Sales

Leasing FAQs

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

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
- Late fees for past due rent
- Renewal options *(if any)*



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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)

Reach out to Ellen Liu Chan, echan@dioceseli.org



Asset Management

Location Agency

Market underused spaces for potential use in film productions

- Staging
- Parking
- Kitchens
- Production sets