

CHECKLIST FOR USE WHEN VACATING A PARSONAGE

(This form to be completed upon moving and given to the PPRC Chair for sending to the District Superintendent.)

CHARGE _____

DISTRICT _____

PASTOR _____

DATE _____

1. I have conferred with the PPRC/Trustees about the following items which need attention of this committee.

- A. _____
- B. _____
- C. _____
- D. _____

(Use the back if more items need to be listed.)

2. For my part, I have given careful attention to leaving the following portions of the parsonage and property in the indicated condition:

		YES	NO
A.	Windows cleaned (inside and outside). Date _____	_____	_____
B.	Draperies, curtains cleaned. How? _____	_____	_____
C.	Rugs and carpets cleaned. When? _____	_____	_____
	By Whom? _____	_____	_____
D.	All hard floors (tile, linoleum, wood) cleaned and waxed.	_____	_____
E.	Walls, woodwork, and baseboards cleaned.	_____	_____
F.	Refrigerator defrosted and cleaned.	_____	_____
	Cleaned under and behind.	_____	_____
G.	Cooking stove and oven cleaned.	_____	_____
	Cleaned under and behind.	_____	_____
H.	All cabinets and closets cleaned outside, inside and behind.	_____	_____
I.	Light fixtures cleaned.	_____	_____
J.	Functioning light bulbs in all outlets.	_____	_____
K.	Bathrooms cleaned, including all fixtures, tile, grout, shower doors, curtains, medicine cabinet, walls, and floors. Full roll of toilet tissue left in each bathroom.	_____	_____
L.	Cleaned exhaust fans, hot and cold air ducts.	_____	_____
M.	Yard and shrubbery left in good condition.	_____	_____
N.	Lawn mower and snow blower left in good condition.	_____	_____
O.	Attic, garage, carport, and basement swept and orderly.	_____	_____
P.	All trash disposed of.	_____	_____
Q.	Damage done by pets reported to PPRC & Trustees	_____	_____
R.	Other damage beyond normal wear and tear reported to PPRC & Trustees	_____	_____
S.	Assessments for damage paid to Church Treasurer	_____	_____

3. Insofar as possible, the parsonage has been left in a condition comparable to that which I hope to find in my new home. Yes _____ No _____

Signature of Pastor (Date)

Signature of PPRC Chair (Date)

Signature of Trustees Rep. (Date)

We concur in the report above _____

OR

We concur with these exceptions _____

(Note exceptions on back and sign.)

In case of exceptions or disagreements, contact your District Superintendent immediately.