

## Parsonage Inspection Checklist

**NOTE: All Clergy should obtain “renter’s insurance” to cover personal possessions that are in the parsonage. The insurance the church has does not cover these contents.**

Date \_\_\_\_\_ Check one: \_\_\_\_ Fall Annual Inspection \_\_\_\_ Moving Inspection  
 (4 weeks prior to moving day)

Make 3 copies of completed checklist:

- 1) to be filed in Parsonage Record Book Church/Charge \_\_\_\_\_
- 2) to be sent to the district Superintendent District \_\_\_\_\_
- 3) to be filed with Parsonage Committee Chairperson/Trustees Person
- 4) use additional paper if need for comments

	Good	Fair	Poor	Church Will Repair	Clergy Will Repair
<b>Kitchen</b>					
walls					
floor					
windows					
window coverings					
ceiling					
countertops					
sink					
refrigerator					
stove/oven					
dishwasher					
disposal					
furniture					
other (specify)					
<b>Dining Room</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
other (specify)					
<b>Living Room</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
other (specify)					

	Good	Fair	Poor	Church Will Repair	Clergy Will Repair
<b>Master Bedroom</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
other (specify)					
<b>Bedroom 2</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
other (specify)					
<b>Bedroom 3</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
other (specify)					
<b>Bedroom 4 or Home Office</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
other (specify)					
<b>Bath 1</b>					
sink					
tub					
toilet					
floor and walls					
other (specify)					

	Good	Fair	Poor	Church Will Repair	Clergy Will Repair
<b>Bath 2</b>					
sink					
tub					
toilet					
floor and walls					
other (specify)					
<b>Bath 3</b>					
sink					
tub					
toilet					
floor and walls					
other (specify)					
<b>Den or Family Room</b>					
walls					
floor					
windows					
window coverings					
ceiling					
furniture					
fireplace					
other (specify)					
<b>Air Conditioning Unit(s)</b>					
<b>Heating Units(s)</b>					
<b>Laundry Washer/dryer</b>					
<b>Garage/Carpet</b>					
<b>Attic</b>					
<b>Water Heaters</b>					
<b>Exterior</b>					
roof					
walls					
eaves					
windows					
other (specify)					
<b>Yard</b>					
grass					
landscaping					
fence					
driveway/sidewalks					
lawn care equipment					
other (specify)					
<b>Outside Storage Area</b>					

Has the Parsonage Contents Inventory been checked and found to be in good order? \_\_\_\_ Yes \_\_\_\_ No

If no, please explain:

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Pastor's Signature

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Parsonage Committee Chairperson

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(Staff)Pastor-Parish Relations Chairperson

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Trustees Chairperson

I. From this inspection, what repairs and maintenance will take place?

List Action Items	Target Completion Date	Whose Responsibility	Completion Date
1.			
2.			
3.			
4.			
5.			

II. Long Range Plan for Parsonage Improvements

Improvements	Target Completion Date
1.	
2.	
3.	
4.	
5.	

III. Please state the progress, if any, that has been made in correcting repairs needed as noted in previous inspections.