



# ANNUAL PARSONAGE INSPECTION – due March 1st

(Submit an inspection report for each parsonage owned – even if not being used by the pastor)

Church:		District:	
Parsonage Address:			
Date of Inspection:			

The annual review of the parsonage was conducted on the above date by the Pastor, the chairperson of the Board of Trustees, the chairperson of the Pastor-Parish Relations Committee, and, if applicable, the chairperson of the Parsonage Committee. This is in accordance with *The Book of Discipline of the United Methodist Church 2016*, Paragraph 2533.4.

1.	Is the washer/dryer in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.	Is the stove/oven in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.	Is the refrigerator-freezer in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4.	Is the dishwasher in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.	Are the other kitchen appliances provided and in good working order? List:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6.	How many bathrooms are provided in parsonage? (enter #)		Full		Half
7.	Are bathrooms in good working order, with at least one having a shower?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
8.	Is the plumbing in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
9.	Is the caulking around bathtub/shower and sinks in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	How many bedrooms are provided in parsonage?	Total #			
11.	Are there any design issues that need to be addressed? Describe:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
12.	Is there adequate dining and living space?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
13.	Is the electrical system adequate and in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
14.	Are all the floors in the parsonage in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
15.	Is the carpeting in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
16.	Was the carpet professionally cleaned this year?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
17.	Is the tile/vinyl/laminate/wood flooring in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
18.	How many cars can be parked in the garage?				
19.	Is the heating/cooling system functioning adequately?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
20.	Has the hearing/cooling system been inspected this year?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
21.	Is the parsonage energy efficient?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
22.	If needed, is a humidifier/dehumidifier provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
23.	Is the landscaping in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
24.	Are smoke detectors provided in sleeping areas and do they work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
25.	Is a carbon monoxide detector in sleeping area and does it work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

26.	Is a working fire extinguisher provided in the kitchen area?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
27.	Is there adequate dry storage provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
28.	Are the windows/screens in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
29.	Are the window treatments in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
30.	Are the floors level?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
31.	Are the walls free of cracks and/or peeling?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
32.	Is the exterior of the parsonage in good repair?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
33.	Is the roof in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
34.	General overall parsonage structure is: (circle response)	Excellent	Good	Fair	Poor
35.	Does the parsonage accommodate handicapped person occupancy?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
36.	Does parsonage give evidence of good care by the renter?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
37.	Are there repairs that need to be made to the parsonage immediately? Describe:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
38.	Are repairs or improvement planned for the coming year? Describe:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
39.	Any significant challenges/improvements that should be addressed in the next two to four years? Describe:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
40.	What are plans for financing any of the above repairs?				
41.	Any damage and/or negligence which has been caused by the renter's family and/or pets, and which needs to be addressed by the renter? Describe:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
42.	Is the parsonage currently rented out? By whom:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
43.	Is there a written rental agreement with the tenant?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
44.	Does the parsonage meet conference guidelines? If not, what is the plan of the church/charge to begin working toward compliance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
45.	Is there a residence book with warranties, instructions and/or purchase information?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Signature of the Renter: \_\_\_\_\_

Signature of the PPR Committee Chair: \_\_\_\_\_

Signature of the Chairperson of Trustees: \_\_\_\_\_

Signature of the Parsonage Committee Chair (if applicable): \_\_\_\_\_