

**PARSONAGE MAINTENANCE REPORT**



**Congregation:** \_\_\_\_\_

This report should form the basis of agreement between the Pastor and the Council or Parsonage Committee on the maintenance repair and improvements of the parsonage and on any compensation due to the Congregation for damage done or to the Pastor for repairs or improvements made.

It is expected that appliances provided should include stove, fridge, washer, dryer, water softener if necessary and lawn mower.

It is also expected that the Congregation is responsible for utilities (including phone rental) and will offer a housing equity allowance of \$100 per month.

|         |               | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|---------|---------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
| Kitchen | Fridge        |      |                |         |                 |          |                     |                |
|         | Dishwasher    |      |                |         |                 |          |                     |                |
|         | Cupboards     |      |                |         |                 |          |                     |                |
|         | Sinks         |      |                |         |                 |          |                     |                |
|         | Counter       |      |                |         |                 |          |                     |                |
|         | Floor         |      |                |         |                 |          |                     |                |
|         | Ceiling       |      |                |         |                 |          |                     |                |
|         | Walls/Trim    |      |                |         |                 |          |                     |                |
|         | Light/Fan     |      |                |         |                 |          |                     |                |
|         | Elec. Outlets |      |                |         |                 |          |                     |                |

|          |               | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|----------|---------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
| Bathroom | Tub           |      |                |         |                 |          |                     |                |
|          | Shower        |      |                |         |                 |          |                     |                |
|          | Vanity        |      |                |         |                 |          |                     |                |
|          | Mirror        |      |                |         |                 |          |                     |                |
|          | Floor         |      |                |         |                 |          |                     |                |
|          | Ceiling       |      |                |         |                 |          |                     |                |
|          | Wall/Trim     |      |                |         |                 |          |                     |                |
|          | Light/Fan     |      |                |         |                 |          |                     |                |
|          | Elec. Outlets |      |                |         |                 |          |                     |                |

|             |               | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|-------------|---------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
| Living room | Flooring      |      |                |         |                 |          |                     |                |
|             | Ceiling       |      |                |         |                 |          |                     |                |
|             | Walls/Trim    |      |                |         |                 |          |                     |                |
|             | Light/Fan     |      |                |         |                 |          |                     |                |
|             | Elec. Outlets |      |                |         |                 |          |                     |                |

| Dining room |               | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|-------------|---------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|             | Flooring      |      |                |         |                 |          |                     |                |
|             | Ceiling       |      |                |         |                 |          |                     |                |
|             | Walls/Trim    |      |                |         |                 |          |                     |                |
|             | Light/Fan     |      |                |         |                 |          |                     |                |
|             | Elec. Outlets |      |                |         |                 |          |                     |                |

| Bedroom 1     |            | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|---------------|------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|               | Flooring   |      |                |         |                 |          |                     |                |
|               | Ceiling    |      |                |         |                 |          |                     |                |
|               | Walls/Trim |      |                |         |                 |          |                     |                |
|               | Closets    |      |                |         |                 |          |                     |                |
|               | Light/Fan  |      |                |         |                 |          |                     |                |
| Elec. Outlets |            |      |                |         |                 |          |                     |                |

| Bedroom 2     |            | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|---------------|------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|               | Flooring   |      |                |         |                 |          |                     |                |
|               | Ceiling    |      |                |         |                 |          |                     |                |
|               | Walls/Trim |      |                |         |                 |          |                     |                |
|               | Closets    |      |                |         |                 |          |                     |                |
|               | Light/Fan  |      |                |         |                 |          |                     |                |
| Elec. Outlets |            |      |                |         |                 |          |                     |                |

| Bedroom 3     |            | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|---------------|------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|               | Flooring   |      |                |         |                 |          |                     |                |
|               | Ceiling    |      |                |         |                 |          |                     |                |
|               | Walls/Trim |      |                |         |                 |          |                     |                |
|               | Closets    |      |                |         |                 |          |                     |                |
|               | Light/Fan  |      |                |         |                 |          |                     |                |
| Elec. Outlets |            |      |                |         |                 |          |                     |                |

| Basement |                 | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|----------|-----------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|          | Furnace         |      |                |         |                 |          |                     |                |
|          | Heating System. |      |                |         |                 |          |                     |                |
|          | Water Heater    |      |                |         |                 |          |                     |                |
|          | Dryer           |      |                |         |                 |          |                     |                |
|          | Washer          |      |                |         |                 |          |                     |                |
|          | Softner         |      |                |         |                 |          |                     |                |
|          | Plumbing        |      |                |         |                 |          |                     |                |
|          | Stairs          |      |                |         |                 |          |                     |                |
|          | Wall            |      |                |         |                 |          |                     |                |
|          | Floor           |      |                |         |                 |          |                     |                |
|          | Lights          |      |                |         |                 |          |                     |                |
|          | Elect. Outlets  |      |                |         |                 |          |                     |                |

| Hall stairs |               | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|-------------|---------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|             | Treads        |      |                |         |                 |          |                     |                |
|             | Flooring      |      |                |         |                 |          |                     |                |
|             | Closets       |      |                |         |                 |          |                     |                |
|             | Ceiling       |      |                |         |                 |          |                     |                |
|             | Light/Fan     |      |                |         |                 |          |                     |                |
|             | Elec. Outlets |      |                |         |                 |          |                     |                |

| Rec room      |            | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|---------------|------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|               | Flooring   |      |                |         |                 |          |                     |                |
|               | Floor      |      |                |         |                 |          |                     |                |
|               | Ceiling    |      |                |         |                 |          |                     |                |
|               | Walls/Trim |      |                |         |                 |          |                     |                |
|               | Light/Fan  |      |                |         |                 |          |                     |                |
| Elec. Outlets |            |      |                |         |                 |          |                     |                |

| Exterior |                | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|----------|----------------|------|----------------|---------|-----------------|----------|---------------------|----------------|
|          | Windows        |      |                |         |                 |          |                     |                |
|          | Siding/paint   |      |                |         |                 |          |                     |                |
|          | Roof           |      |                |         |                 |          |                     |                |
|          | chimney        |      |                |         |                 |          |                     |                |
|          | Eve troughs    |      |                |         |                 |          |                     |                |
|          | Garage         |      |                |         |                 |          |                     |                |
|          | Lawn equipment |      |                |         |                 |          |                     |                |
|          | Fence          |      |                |         |                 |          |                     |                |
| Concrete |                |      |                |         |                 |          |                     |                |

| Other |  | Good | Needs cleaning | Cleaned | Needs repairing | Repaired | Need to add/replace | Added/replaced |
|-------|--|------|----------------|---------|-----------------|----------|---------------------|----------------|
|       |  |      |                |         |                 |          |                     |                |
|       |  |      |                |         |                 |          |                     |                |
|       |  |      |                |         |                 |          |                     |                |
|       |  |      |                |         |                 |          |                     |                |

Notes giving details of the initial state of the parsonage and its condition at later check-ups may be made on the second page.

Move in Date: \_\_\_\_\_ Signed for Congregation: \_\_\_\_\_

Checkup Date: \_\_\_\_\_

Move Out Date: \_\_\_\_\_