



Parsonage Check In/Out Report

The parsonage shall be inspected by at least 2 members of the Leadership Team, or it's equivalent, and the pastor before the pastor takes possession and once the pastor has checked out of the home. It is suggested there be an annual inspection of the dwelling and grounds in order to be proactive with regards to minor deficiencies before they become major problems.

Repairs made to damages that are beyond normal wear and tear are at the expense of the exiting pastor.

	<i>(Circle appropriate)</i>	<i>Notes</i>
1. Exterior	Walls – Painted or Sided	_____
	Doors – Original or Replaced	_____
	Windows - Original or Replaced	_____
	Roof	_____
	Outlets – Working or Not,	_____
	Gutters	_____
	Driveway/sidewalk condition or notes	_____
	Fence condition or notes	_____
	Deck or Patio condition or notes	_____
	Sprinkler system notes	_____
	Storage Shed notes	_____
	_____	_____
	Front and rear step notes	_____
	_____	_____
Lawn/trees/shrub notes	_____	
_____	_____	
Who is responsible for mowing, fertilizer, tree/shrub trimming and snow removal	_____	
_____	_____	
2. Garage:	Number of Openers _____	_____
	Notes on lighting	_____
	Notes on outlets and wiring	_____
	Notes on locks and doors	_____
	_____	_____

3. Interior: If furnished, list details

Carpet notes

Other flooring notes

Window covering details

Window trim condition/notes

Kitchen appliances notes

Refrigerator

Disposal

Oven

Dishwasher

Freezer

Fire extinguisher was serviced

Microwave

4. Utility room notes

Washer dryer notes

Floor drain notes

5. Bathrooms Number of half baths _____ Number of full baths _____

#1 – Tile or Paint	Notes
#2 – Tile or Paint	Notes
#3 – Tile or Paint	Notes
#4 – Tile or Paint	Notes

Signatures:

Church Representative

Church Representative

Pastor

Date Signed

Attach photos/documentation as needed