

Date: \_\_\_\_\_  
Church Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_

1. Mailbox  
Clearly Marked with street # \_\_\_\_\_  
Well maintained \_\_\_\_\_  
Easily accessible by mailman \_\_\_\_\_

2. Driveway  
Paved or Gravel \_\_\_\_\_  
Well maintained \_\_\_\_\_  
Allows for how many cars \_\_\_\_\_

3. Walkways  
Concrete, paved, gravel, n/a \_\_\_\_\_  
Well maintained \_\_\_\_\_

4. Lawns  
Well maintained \_\_\_\_\_  
Grass cut \_\_\_\_\_  
Trash picked up \_\_\_\_\_

5. Trees and shrubs  
Well maintained \_\_\_\_\_  
Trimmed away from buildings \_\_\_\_\_

6. Fencing  
Type fencing (wood, wrought iron, chain link, etc) \_\_\_\_\_  
Well maintained \_\_\_\_\_

7. Deck  
Well maintained \_\_\_\_\_  
Railings as necessary \_\_\_\_\_

8. Parsonage  
Construction: (wood, stone, block, other, etc) \_\_\_\_\_  
When Constructed \_\_\_\_\_  
Basement \_\_\_\_\_  
Single story \_\_\_\_\_  
Two story \_\_\_\_\_

Siding: ( wood, brick, vinyl, other ) \_\_\_\_\_  
Condition of siding: ( good, in need of paint, etc) \_\_\_\_\_  
Roof: ( shingles, metal, slate, other ) \_\_\_\_\_  
Age of roof \_\_\_\_\_  
Condition of roof \_\_\_\_\_  
Gutters: \_\_\_\_\_  
    Well maintained \_\_\_\_\_  
    Drained sufficiently away from building \_\_\_\_\_

9. Main Entrance

    Handicapped accessible \_\_\_\_\_  
    Ramp \_\_\_\_\_  
    In good condition \_\_\_\_\_  
    Door (easy to open, secure, etc) \_\_\_\_\_  
    Hardware \_\_\_\_\_  
    Steps in good condition \_\_\_\_\_  
    Handrails on ramps and steps \_\_\_\_\_

10. Bathrooms

    Number of bathrooms \_\_\_\_\_  
    Handicapped accessible \_\_\_\_\_  
    GFIs \_\_\_\_\_  
    Toilet \_\_\_\_\_  
    Sink \_\_\_\_\_  
    Hot water \_\_\_\_\_  
    Mirror \_\_\_\_\_  
    Floor \_\_\_\_\_  
    Tub/shower \_\_\_\_\_  
    Door \_\_\_\_\_  
    Vent fans \_\_\_\_\_

11. Living room

    Carpet / hardwood floor \_\_\_\_\_  
    Condition \_\_\_\_\_  
    Door(s) \_\_\_\_\_

12. Dining room

    Carpet / hardwood floor \_\_\_\_\_  
    Condition \_\_\_\_\_  
    Door(s) \_\_\_\_\_

13. Kitchen

    Refrigerator \_\_\_\_\_

Stove \_\_\_\_\_  
Sink \_\_\_\_\_  
Countertops \_\_\_\_\_  
Cabinets \_\_\_\_\_  
Dishwasher \_\_\_\_\_  
GFIs \_\_\_\_\_  
Vent hood \_\_\_\_\_  
Floor \_\_\_\_\_  
Door(s) \_\_\_\_\_  
Condition \_\_\_\_\_

14. Heating System

Type ( Boiler, furnace, elec. ) \_\_\_\_\_  
Condition \_\_\_\_\_  
Carbon monoxide detector (for oil or gas fired units) \_\_\_\_\_

15. Basement

Dry \_\_\_\_\_  
Lighting \_\_\_\_\_  
Sump pumps  
    Number \_\_\_\_\_  
    Operational \_\_\_\_\_  
Drains to: \_\_\_\_\_

16. Laundry room

Condition \_\_\_\_\_

17. Stairs

Condition \_\_\_\_\_

18. Bedrooms

Carpet / hardwood floor \_\_\_\_\_  
Condition \_\_\_\_\_  
Door(s) \_\_\_\_\_

19. Closets

Door(s) \_\_\_\_\_

20. Outside Trash containers

\_\_\_\_\_

21. Windows

Type \_\_\_\_\_  
Condition \_\_\_\_\_

22. Water (village or well) \_\_\_\_\_
23. Sewer or septic \_\_\_\_\_  
 - if septic, is it on a pumping schedule? \_\_\_\_\_  
 - a general rule of thumb to have the parsonage septic pumped at least every 3  
 years
24. Electrical system  
 Type (circuitry breaker, fuses, etc) \_\_\_\_\_  
 Condition \_\_\_\_\_
25. Plumbing  
 Type (copper, metal, plastic, etc) \_\_\_\_\_  
 Condition \_\_\_\_\_
26. Garage  
 How many cars? \_\_\_\_\_  
 Door (overhead, swing, etc) \_\_\_\_\_  
 Condition \_\_\_\_\_
27. Swimming Pools  
 Fenced \_\_\_\_\_  
 Accessibility curtailed \_\_\_\_\_  
 Condition \_\_\_\_\_
28. Trampolines  
 Condition \_\_\_\_\_
29. Other buildings (specify) \_\_\_\_\_  
 Condition \_\_\_\_\_
30. Findings presented to the board \_\_\_\_\_  
 (Date)

Pictures:

Picture of Parsonage (front, back, entrance as minimum) and any problem areas  
 Send pictures to Properties Board

Copies to:

District Office  
 District Properties Board  
 Pastor and/or Church Board