

**2020-11 Complete one form for each parsonage.**

<b>Charge:</b>
<b>Address of parsonage:</b>

**PARSONAGE INSPECTION AND NEEDS ASSESSMENT  
ANNUAL CHECKLIST**

*(Please submit this form if you own a parsonage, even if it is not being used.)*

The annual review of the parsonage was conducted on \_\_\_\_\_, 2019 by the Pastor, the chairperson of the Charge Board of Trustees, the chairperson of the Parsonage Committee (if applicable), and the chairperson of the Pastor-Parish-Relations Committee (or Staff-Parish Relations Committee) as required by *the Book of Discipline of the United Methodist Church 2016*, Paragraph 2533.4.

1. The general overall parsonage structure is: excellent good fair  poor
2. Are the walls free of cracks and/or peeling?  Yes  No
3. Are the floors level?  Yes  No
4. Is the exterior of the parsonage in good repair?  Yes  No
5. Are all locks in working order?  Yes  No
6. Do outside lights work?  Yes  No
7. Are the windows and screens in good condition?  Yes  No
8. Is the roof in good condition?  Yes  No
9. Is the carpeting in good condition?  Yes  No
10. Was the carpet professionally cleaned this year?  Yes  No
11. Is tile and/or linoleum in good condition?  Yes  No
12. Are all floors in the parsonage in good condition?  Yes  No
13. Are the window treatments in good condition?  Yes  No
14. Is the plumbing in good working order?  Yes  No
15. Is the caulking around bathtub/shower and sinks in good condition?  Yes  No
16. Is the electrical system adequate and in good working order?  Yes  No
17. Is the heating system functioning adequately?  Yes  No
18. Has the heating system been inspected this year?  Yes  No
19. Is the refrigerator-freezer in good working order?  Yes  No
20. Is the stove/oven in good working order?  Yes  No
21. Is the dishwasher in good working order?  Yes  No
22. Is the garbage disposal in good working order?  Yes  No
23. Is the washing machine in good working order?  Yes  No
24. Is the dryer in good working order?  Yes  No
25. Are smoke and fire alarms installed and in operating condition?  Yes  No
26. Does parsonage accommodate handicapped person occupancy?  Yes  No
27. Is parsonage energy efficient?  Yes  No
28. Are all utilities being provided according to conference standards?  Yes  No
29. Are the lawn mower and hedge trimmer in good working condition?  Yes  No

30. Does the parsonage give evidence of good care by the parsonage family?  Yes  No

31. Are there repairs that need to be made to the parsonage?  Yes  No  
If yes, please describe:

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32. Are improvements planned for the coming year?  Yes  No  
If yes, please describe:

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33. What are the plans for financing these improvements?

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34. Is the pastor living in the parsonage?  Yes  No

35. Is the parsonage rented out?  Yes  No

36. Does the parsonage meet the conference standards?  Yes  No

37. If not, what is the plan of the charge to begin working toward compliance?

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38. If applicable, indicate what percentage of the parsonage is owned by each church.

\_\_\_\_\_ %      \_\_\_\_\_ %      \_\_\_\_\_ %  
\_\_\_\_\_ %      \_\_\_\_\_ %      \_\_\_\_\_ %

(Signed) \_\_\_\_\_ Chairperson of PPR (or SPR) Committee

(Signed) \_\_\_\_\_ Pastor

(Signed) \_\_\_\_\_ Chairperson of Charge Trustees

(Signed) \_\_\_\_\_ Chairperson of Parsonage Committee  
(if applicable)

*If the charge owns more than one parsonage, please complete a form for each one.*