CHECKLIST FOR USE WHEN VACATING A PARSONAGE
(This form to be completed upon moving and given to the PPRC Chair for sending to the District Superintendent.)

CHARGE __________________________ DISTRICT __________________________

PASTOR __________________________ DATE __________________________

1. I have conferred with the PPRC/Trustees about the following items which need attention of this committee.
   
   A. __________________________________________________________
   
   B. __________________________________________________________
   
   C. __________________________________________________________
   
   D. __________________________________________________________

   (Use the back if more items need to be listed.)

2. For my part, I have given careful attention to leaving the following portions of the parsonage and property in
the indicated condition:

   A. Windows cleaned (inside and outside). Date __________________________
   
   B. Draperies, curtains cleaned. How? __________________________
   
   C. Rugs and carpets cleaned. When? __________________________
       By Whom? __________________________
   
   D. All hard floors (tile, linoleum, wood) cleaned and waxed.
   
   E. Walls, woodwork, and baseboards cleaned.
   
   F. Refrigerator defrosted and cleaned.
       Cleaned under and behind.
   
   G. Cooking stove and oven cleaned.
       Cleaned under and behind.
   
   H. All cabinets and closets cleaned outside, inside and behind.
   
   I. Light fixtures cleaned.
   
   J. Functioning light bulbs in all outlets.
   
   K. Bathrooms cleaned, including all fixtures, tile, grout, shower doors, curtains,
       medicine cabinet, walls, and floors. Full roll of toilet tissue left in each bathroom.
   
   L. Cleaned exhaust fans, hot and cold air ducts.
   
   M. Yard and shrubbery left in good condition.
   
   N. Lawn mower and snow blower left in good condition.
   
   O. Attic, garage, carport, and basement swept and orderly.
   
   P. All trash disposed of.
   
   Q. Damage done by pets reported to PPRC & Trustees
   
   R. Other damage beyond normal wear and tear reported to PPRC & Trustees
   
   S. Assessments for damage paid to Church Treasurer

3. Insofar as possible, the parsonage has been left in a condition comparable to that which I hope to find in my
new home. Yes ________ No ________

______________________________ (Date) ________________________________

Signature of Pastor Signature of PPRC Chair

______________________________ (Date)

Signature of Trustees Rep.

We concur in the report above ________ OR We concur with these exceptions ________

(Note exceptions on back and sign.)

In case of exceptions or disagreements, contact your District Superintendent immediately.