

This Condition Report is required to be completed prior to confirmation of the Minister's placement.

What the Responsible Body has to do

Before the Minister moves into the Manse, the Responsible Body must:

1. Complete the Responsible Body section of the Condition Report.
2. Sign and date the Condition Report.
3. Photocopy the Condition Report for your records before giving it to the Minister.
4. Give the Condition Report to the Minister to complete.
5. Agree on a date for the Minister to return the completed Condition Report to you.
6. Give a copy of the Condition Report to the Presbytery after you and the Minister have completed it.
7. Complete the Exit Report at the end of the occupancy.

What the Minister has to do

1. Complete and sign the Condition Report and any attachments and return it to the Responsible Body by the date agreed between you and the Responsible Body.
2. Inspect the Manse premises and complete the Minister section of the Condition Report.
3. Make a comment where you disagree with the Responsible Body's description of an item.
4. Sign and date the Condition Report.
5. Photocopy the Condition Report for your records before returning it to the Responsible Body.

What the Presbytery has to do

1. Inspect the manse premises and check that the Responsible Body and the Minister have completed the Condition Report correctly.
2. Note any comments in the Presbytery Comments section at the end of the Condition Report.
3. Sign and date the Condition Report.
4. Photocopy the Condition Report for your records and give a copy to the Responsible Body.

Important information for Responsible Body and Minister

- This Condition Report is an important written record of the condition of the Manse premises. Both the Responsible Body and the Minister should keep signed copies for future reference. It may be used as evidence in any dispute about cleaning, damage, safety or missing items. It is vital that you complete the report comprehensively and note anything which seems unsafe or insecurely fixed.
- If you do not have enough space to list all items you want covered in this report, attach a separate sheet.
- For properties with more than one Bathroom or Bedroom, please complete a separate form for each of these.
- **All attachments should be signed and dated by both the Responsible Body and the Minister to show that both parties have read and agree to any future reference.**

Note: Please enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

Manse Premises Condition Report



Please print:

Address of Manse Premises:		Postcode:	
Name of Responsible Body:			
Name of Minister:			

<i>Tick if applicable</i>	Responsible Body Section Each item has been given a column description of 'clean', 'undamaged', 'working'. Tick each column that applies to the item and make any necessary comments.	Minister Section If you disagree with the Responsible Body's report of an item, make a comment in this section. You should also note here anything which seems unsafe or may be an injury risk.
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Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Entrance/Hall					
Door bell					
Front door					
Screen/security door					
Walls/picture hooks					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Built in cupboard					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Lounge Room					
Doors/doorway frames					
Walls/picture hooks					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Light/power points					
Floor coverings					
Skirting boards					
TV/power points					
Other					
Dining Room					
Doors/doorway frames					
Walls/picture hooks					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Kitchen					
Doors/doorway frames					
Walls/picture hooks					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Cupboards/drawers					
Bench tops/tiling					
Sink/disposal unit/taps					
Hot plates/stove top					
Oven/griller					
Exhaust fan/rangehood					
Dishwasher					
Other					

Manse Premises Condition Report



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Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bedroom One					
Doors/doorway frames					
Walls/picture hooks					
Wardrobe/shelves/drawers					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bedroom Two					
Doors/doorway frames					
Walls/picture hooks					
Wardrobe/shelves/drawers					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Other					

Manse Premises Condition Report



Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bedroom Three					
Doors/doorway frames					
Walls/picture hooks					
Wardrobe/shelves/drawers					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bedroom Four					
Doors/doorway frames					
Walls/picture hooks					
Wardrobe/shelves/drawers					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Other					

Manse Premises Condition Report



Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bedroom Five					
Doors/doorway frames					
Walls/picture hooks					
Wardrobe/shelves/drawers					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor coverings					
Skirting boards					
Other					

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Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bathroom One - Main					
Doors/doorway frames					
Walls/picture hooks					
Tiling					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor tiles/ floor coverings					
Bath/taps					
Shower/screen/taps					
Wash basin/taps					
Mirror/cabinet/vanity					
Towel rails					
Toilet/cistern/seat					
Toilet roll holder					
Exhaust fan/heating/vent					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bathroom Two - Ensuite 1					
Doors/doorway frames					
Walls/picture hooks					
Tiling					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor tiles/ floor coverings					
Bath/taps					
Shower/screen/taps					
Wash basin/taps					
Mirror/cabinet/vanity					
Towel rails					
Toilet/cistern/seat					
Toilet roll holder					
Exhaust fan/heating/vent					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bathroom Three - Ensuite 2					
Doors/doorway frames					
Walls/picture hooks					
Tiling					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor tiles/ floor coverings					
Bath/taps					
Shower/screen/taps					
Wash basin/taps					
Mirror/cabinet/vanity					
Towel rails					
Toilet/cistern/seat					
Toilet roll holder					
Exhaust fan/heating/vent					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Bathroom Four - Stand Alone Toilet					
Doors/doorway frames					
Walls/picture hooks					
Tiling					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Lights/power points					
Floor tiles/ floor coverings					
Bath/taps					
Shower/screen/taps					
Wash basin/taps					
Mirror/cabinet/vanity					
Towel rails					
Toilet/cistern/seal					
Toilet roll holder					
Exhaust fan/heating/vent					
Other					

Manse Premises Condition Report

Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
Laundry					
Doors/doorway frames					
Walls/tiles					
Windows/screens/window safety devices					
Blinds/curtains					
Ceiling/light fittings					
Light/power points					
Floor tiles/floor coverings					
Skirtings					
Wash tub/taps					
Washing machine/taps					
Dryer					
Exhaust fan/vent					
Other					
Security/Safety					
External door locks					
Window locks					
Keys					
Security system					
Intercom/security phone					
Smoke detectors					
Electrical safety switch					
Other					

Manse Premises Condition Report



Room and Item	Clean	Undamaged	Working	Responsible Body's Comments	Minister's Comments
General - Inside					
Staircases/handrails					
Phone/internet connections					
Heating/Air Conditioning					
Number of picture hooks					
Other					
General - Outside					
Balcony/porch					
Garage/car port					
Gates/fences					
Grounds/garden					
Lawns/edges					
Letterbox/street number					
Paving/driveways					
Hot water system					
BBQ					
Clothes line					
Swimming pool/spa					
Pool/spa fencing					
Water/septic tanks					
Gutters/downpipes					
Storeroom(s)					
Garbage bins					
Other					

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Responsible Body's Signature:

Date:	

I agree with the Responsible Body's report except where I have commented.

Minister's Signature:

Date:	

When complete, return this copy to Responsible Body

Presbytery's Signature:

Date:	

When complete, return this copy to Responsible Body

Presbytery Comments:

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