

## 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. **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 neatly

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

<p><b>Responsible Body section</b> 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.</p> <p style="text-align: center;"><i>Tick if applicable</i></p>	<p><b>Minister section</b> 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.</p>
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	Room and item	Clean	Undamaged	Working	Responsible Body's comments	Minister's comments
	<b>Entrance/hall</b>					
Entrance/hall	Door bell					
	Front door					
	Screen door/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						
	<b>Lounge room</b>					
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					
		<b>Kitchen</b>				
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



	Room and item	Clean	Undamaged	Working	Responsible Body's comments	Minister's comments
<b>Dining Room</b>						
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					
<b>Bedroom 1</b>						
Bedroom 1	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					
<b>Ensuite</b>						
Ensuite	Doors/doorway frame					
	Walls/picture hooks					
	Tiling					
	Windows/screens/window safety devices					
	Blinds/curtains					
	Ceiling/light fittings					
	Lights/power points					
	Floor coverings					
	Power points					
	Bath/taps					
	Shower/screen/taps					
	Wash basin/taps					
	Mirror/cabinet/vanity					
	Towel rails					
	Toilet/cistern/seat					
	Toilet roll holder					
Exhaust fan/heating/vent						
Other						
<b>Bedroom 2</b>						
Bedroom 2	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
<b>Bedroom 3</b>						
Bedroom 3	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					
<b>Bedroom 4</b>						
Bedroom 4	Door/doorway frame					
	Walls/picture hooks					
	Wardrobe/shelves/drawers					
	Windows/screens/window safety devices					
	Blinds/curtains					
	Ceiling/light fittings					
	Lights/power points					
	Floor coverings					
	Skirtings					
	Other					
<b>Other Room</b>						
Other Room	Doors/doorway frame					
	Walls/picture hooks					
	Windows/screens/window safety devices					
	Blinds/curtains					
	Ceiling/light fittings					
	Lights/power points					
	Floor coverings					
	Skirtings					
	TV/power points					
	Other					
<b>Main Bathroom</b>						
Main Bathroom	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						
Other						

# Manse Premises Condition Report



	Room and item	Clean	Undamaged	Working	Responsible Body's comments	Minister's comments
<b>Laundry</b>						
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					
<b>Security/Safety</b>						
Safety/Security	External door locks					
	Window locks					
	Keys					
	Security system					
	Intercom/security phone					
	Smoke detectors					
	Electrical safety switch					
	Other					
<b>General – Inside</b>						
General – Inside	Staircases/handrails					
	Phone lines/Internet lines/connections					
	Heating/Air Conditioning					
	Number of picture hooks					
	Separate toilet					
	Other					
<b>General – Outside</b>						
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 fence and gate					
	Water tanks/septic tanks					
	Gutters/downpipes					
	Storeroom(s)					
Garbage bins						
Other						

# Manse Premises Condition Report



	Room and item	Clean	Undamaged	Working	Responsible Body's comments	Minister's comments
Furniture	Furniture					

**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**
