FORM 14
2025

Susquehanna Conference
The United Methodist Church

CHARGE:
CHURCH:
DISTRICT:

PARSONAGE INSPECTION REPORT AT THE TIME OF TRANSITION

Church/Charge:

Exiting Pastor:

Parsonage Physical Address:

Date of Move: Date of Inspection:

The pastor and a designated representative of the trustees of the parsonage and a designated representative of the S/PPRC shall make an inspection after the household has been loaded and **prior to the leaving** of the pastor at a time agreed upon.

Responsibilities of outgoing parsonage family at the time of a move:

- Remove all personal property from the parsonage.
- Leave the house clean, particularly appliances, closets, cabinets and bathrooms.
- Remove or arrange for removal of all trash and discarded items.
- Sanitize the house for pet odors and treat for fleas. Dismantle and remove any pet facility.
- Collect all parsonage keys and give them to the Trustees for the new pastoral family. Be certain that all keys (church and parsonage) are clearly identified.

1. All items belonging to the pastor have been removed from the parsonage property.
All items belonging to the pastor have been removed from the church/church office.

Concerns:

2. All areas are clean, including walls, closets and appliances, etc., and the home is in move-in-ready condition?

If no, is the Church cleaning the parsonage prior to move in of next pastor?
Concerns:

3. Exterior – Are any/all pet installations or other external structures belonging to the pastor removed and the ground leveled and seeded? If the exiting pastor has had a garden area that the incoming pastor does not wish to use, has the area been leveled and seeded for lawn? Is there any cosmetic damage to the lawn or exterior of the home?

Explain:

Please mail one copy to the Conference Superintendent within one week following the move

Note: if pets were kept inside the home, the exiting pastor is responsible to have the home sanitized of odors. If pet odors or damage not visible on walk-through (i.e. when carpet is removed and there is damage to the floor) appears within the next two months, then the District Superintendent should be notified and the exiting pastor will be held responsible.

Responsibilities of church/charge at the time of a move:

- Dry clean or wash curtains, drapes and window coverings or replace as needed, and wash all windows.
- Have all carpets cleaned between the outgoing and incoming move. Treat hardwood floors as applicable.
- Have all smoke detectors, carbon monoxide detectors and fire extinguishers checked and in proper working order.
- Have all appliances in good repair and working order.
- Have all faucets, drains, and drain closures in good working order.
- Do painting and repairs.

3. The cleaning of floors, carpets, windows/curtains etc... (after the pastor moves out) will be or has been completed on

4. The following damage was noted and is the responsibility of the exiting pastor:

5. The following items/areas are in need of repair/improvement and are recommended to the Trustees.

Pastor Signature _____ Trustee signature_____

S/PPRC signature_____

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