

PROPERTY APPROVALS
PROCEDURE 6 OF 2011 – THE
CLERGY HOUSING

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Stage 1 – Inspection prior
to new incumbent
occupying Rectory

1.
Prior to occupancy a
licensed real estate
agent prepares a
property inspection
report.

2.
Churchwardens
make a digital
record of the entire
property, as well as
an inventory of
items provided by
Parish

3.
Incumbent to
receive a copy of
the property
inspection form to
confirm agreement
of condition of the
property prior to
occupancy

Stage 2 – Inspection
prior to Incumbent
vacating premises

4.
Archdeacon
inspects the
premises 4 weeks
prior to Incumbent
leaving to identify
works which are
required to be
undertaken before
the incoming
Incumbent takes up
residence

5.
A final inspection of
the Rectory will be
conducted by the
Archdeacon to
ensure works have
been completed
and rectory ready
for next occupancy.

Stage 3 – Inspection at the
end of the Incumbency

6.
A licensed real
estate agent to
complete a vacating
property inspection
report to identify
cleaning, gardening
or repairs to be
undertaken by the
incumbent.
Inspection to take
into account fair
wear and tear.

Go to Step 7

7.
When real estate agent is happy with the condition of the property the Churchwardens invite the Archdeacon to come and carry out a final inspection (see Step 5 above)

8.
Churchwardens advise the Incumbent 4 weeks in advance of annual property inspection and a mutually agreeable time is set which does not inconvenience the family. Churchwardens to appoint a licensed Real Estate Agent to undertake the Inspection

9.
Throughout the year the Incumbent is to report any breakages, damage, excessive wear and tear when it occurs.

10.
The 3 year rolling maintenance program for the Rectory, grounds, and associated buildings is to be reviewed at the time of the annual inspection.

11.
Churchwardens are to bring the rolling maintenance program to Parish Council to seek approval and for the necessary funding to be included in the annual budget.

Complete

Stage 4 - Annual Inspection