

Outbuildings: Garage (size) _____ Garden shed (size) _____ Other _____

Storms and screens: Wood Aluminum

	All rooms	Some rooms	No rooms
Window shades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtain rods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtains/drapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rugs/carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appliances: Electric stove Gas stove Refrigerator Freezer Dishwasher
 Dryer Automatic washer Other _____

Type of insulation: _____

Other equipment: TV aerial/cable/dish Lawn mower Snow removal equipment

Safety equipment:

Location of smoke detectors: _____

Location of carbon monoxide detectors (if gas is used): _____

Location of fire extinguishers: _____

Insurance: Insurance coverage on the manse has been reviewed on (date): _____

Furniture: Manses are generally unfurnished. If there is any furniture, a list is attached: Yes No

Recent photo attached to ministry personnel copy: Yes No

Current monthly rental market value of manse \$ _____

Attachments documenting agreed repairs and timelines: _____

The required features of a manse include: heavy appliances (fridge, stove, clothes washer and dryer), window coverings, and rugs. The pastoral charge is also responsible for the annual cost of heat over \$500.

Part D: Manse Committees

The pastoral charge Manse Committee and presbytery/district Manse Committee confirm the information on this sheet and its attachments and agree to any suggested improvements.

_____ Month/day/year	_____ Signature: Chair of pastoral charge Manse Committee (or designate)	_____ Printed name: Chair of pastoral charge Manse Committee (or designate)
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_____ Month/day/year	_____ Signature: Chair of presbytery/district Manse Committee (or designate)	_____ Printed name: Chair of presbytery/district Manse Committee (or designate)
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Part E: Presbytery/District

The presbytery/district confirms receipt of this sheet:

_____ Month/day/year	_____ Signature: Chair of presbytery Pastoral Relations Committee	_____ Printed name: Chair of presbytery Pastoral Relations Committee
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