

VACANCY NOTES OUTGOING INCUMBENT/OCCUPIER

Introduction

When a vacancy is announced there are certain requirements and responsibilities for those parties involved i.e. the outgoing occupant, the PCC/Churchwardens, and the Diocesan Office. It is hoped that those parties involved will work together ensuring that all duties and responsibilities are met.

The following notes should be used to assist in the preparation of the house for vacancy.

Further guidance can be found in '**A Guide to the Upkeep of Houses**', and by contacting the Houses Department, during office hours, Tel: 01388 604515.

Please complete the checklist attached to these notes and return it to the **Diocesan Office**.

Incumbent's Responsibilities

1. House and Garden

The house (including the loft), garage and gardens must be entirely cleared of all possessions and left clean, tidy and in good repair. If there are any repairs or items you feel require attention, please raise these during the outgoing visit. Parish equipment should not be left in the house. Items left in an unoccupied house affect the terms of the insurance and water rates will be chargeable.

2. Services/utility suppliers

PLEASE DO NOT DISCONNECT ANY SERVICES OR SUPPLIES.

All meters, including gas, electricity and water, should be read. Please advise the Houses Department of the utility suppliers and final meter readings by completing the attached checklist. All services are to be maintained in the name of the Parochial Church Council and you will need to ensure that the PCC Treasurer is aware of this.

Where oil is in use, levels should be taken and agreed with the Sequestrators and remittance provided for any remaining oil.

3. Keys

Enclosed are two key fobs. Two full sets of keys should be labelled and attached to the key fobs and then passed to the Sequestrators (normally a churchwarden). All other keys should be left with the Sequestrators. Window keys should be left in window locks or on a window sill. Meter keys should be left in a kitchen cupboard/drawer. Please dispose of all obsolete keys to prevent confusion.

4. Security and Alarm

The house should be left as secure as possible with any security problems or concerns identified on the attached checklist. Please inform the keyholder and the Houses Department of the security code for the intruder alarm.

The outgoing incumbent is advised that the Bishop, in the event of one or more of the above requirements not being met, reserves the right to ensure that the necessary action is taken to meet the requirements and forward any relevant costs on to the outgoing incumbent.

OUTGOING CHECKLIST

This form is to be completed by the outgoing incumbent/occupant and forwarded to the **Houses Department, Diocesan Office, Auckland Castle, Bishop Auckland, DL14 7QJ**. It is hoped that this will assist the Sequestrators and the Houses Department to attend to any specific items following your departure.

DIOCESAN REF:.....

1. House and Garden

I have cleared and leave tidy the:

	Please tick	Notes
House		
Loft		
Garage		
Outhouses		
Garden		

2. Services/utility suppliers

I have read all the meters and have forwarded the information to the relevant suppliers for:

Gas	
Electricity	
Water	
Oil	

Gas supplier		Final reading	
Electricity supplier		Final reading	
Water supplier		Final reading	
Oil supplier		Final level	

Notes:

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3. Keys

I have labelled and grouped two sets of keys to their particular locks and have passed them to:

Sequestrator: Name: Telephone:
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Notes:

4. Security and Alarm

The intruder alarm system code is and I have informed the Sequestrators (keyholder)

Security issues:

5. General repairs

I have listed certain items which I believe need attention or that may be of use to the Houses Committee.

Notes:

Date.....