

Useful Telephone Numbers

Utilities Emergency Numbers

Water	0845 746 2200
Gas	0800 111 999
Electricity	0800 195 4141

Gas Maintenance contractors:

Bolton / Salford Archdeaconries

Craggs: 01204 697157

Manchester / Salford Archdeaconries

H H Smith & Sons: 0161 280 3509

Rochdale Archdeaconry

Barnes & Booth: 01457 872582

Salford Archdeaconry

Contact the property department for details of your heating engineer

If you have any questions please contact the Property Department:

Property Secretary (Geoff Hutchinson)

Diocesan Office
4th floor, Church House
90 Deansgate
Manchester
M3 2GH
Tel: 0161 828 1417
Fax 0161 833 1484
Email: geoffhutchinson@manchester.anglican.org

For more information visit the Property pages on the Diocese of Manchester's website: www.manchester.anglican.org

Parsonage House Vacancy Inspection



Useful notes and hints

- On occupation please ensure you take meter readings for:

Water*	
Gas	
Electricity	
Telephone	
...and then register with the supplier	
<i>* if the property has been vacant for a prolonged period of time there may be a rebate available to the parish.</i>	

- Please ensure your parish treasurer is informed of your occupation dates so they can arrange the payment of Council Tax and water rates. Curates and Staff appointments are to inform the Property department.
- Remember to secure your vote or single occupancy discount you must register as an individual with the Local Authority.
- For Removal, Resettlement and first living Grants contact the Diocesan Administration Coordinator.

Information on diocesan housing policy is available in **The Parsonage Handbook 2006**

If a copy has not been left in your new home a replacement is available from the Property Secretary at the Diocesan Office. This information is also available on the Diocesan Web Site.

Decoration and other maintenance

Decoration

A decoration grant of £500 is available towards the purchase of decorating materials. Alternatively if you prefer to use a professional decorator, 33% of the cost will be reimbursed up to a maximum of £500. To claim this allowance forward a copy of the paid invoice to the Property Secretary.

Cooker

A once only cooker grant of £300 is available to clergy in Manchester Diocese. When purchased the cooker remains the property of the purchaser. To claim a cooker grant, forward a copy of the paid invoice to the Property Secretary.

Other maintenance

Gas appliances are inspected annually under a contract paid for by the diocese and a Landlord's Gas Safety Certificate is obtained on each occasion. Electrical installations are checked at the quinquennial inspection and are certificated. The house insulation will, if not already, be brought up to current regulations.

A Performance Report will be included with the Schedule of Works. To enable us to monitor the standard of work carried out, please ensure that this form is completed and returned as soon as possible.

Welcome to your new home

If you are new to the diocese, or moving within it, we welcome you and hope that you will be happy in your new home and surroundings.

Moving house and job is known to be a very stressful experience. It is hoped that through this leaflet the process of inspection and occupation of your new home will be made easier.

The first concern of the Property Committee is the security, comfort and welfare of those who live in parsonages. It is our wish to co-operate with the Incumbent and parish in all matters that concern the parsonage so that, within the resources available, the parsonage will be a fit place to live and work.

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The Inspection

Normally the inspection is carried out during office hours by Property Secretary and Surveyor along with the new occupier and Church Wardens. The Archdeacon normally attends and the Area Dean and team rector if appropriate are invited.

Following the inspection all repairs found necessary will be carried out at diocesan expense. However, work may be requested that is considered to be an improvement.

Improvement work is subject to the availability of funds and the Committee being satisfied that works are justified. The Parish/Incumbent designate will be expected to contribute to the costs of the improvement works. The Committee, working within its financial constraints, endeavours to improve older parsonages to the current standard, although in some houses this is not practicable.

Any improvement work put in hand without prior approval of the committee will not be funded.

On completion of the inspection a verbal report will be given, this will be followed by a letter of confirmation and full schedule of works. The work will be put out to tender as soon as possible after the inspection, the tendering process takes approximately three weeks. The sequestrators are asked to give the contractors full and unfettered access to the property throughout the tendering process and contract period.

In the event of a kitchen replacement you will be consulted on the layout and design including; work surfaces, floor coverings, etc. and you will be given the choice of finishes within the kitchen range and of the overall decorative colour schemes.

When Replacing Bathrooms, plain white suits are installed, however, you will be consulted on floor covering and decorative colour scheme.

Time permitting it is our aim to have the house available for occupation 2 weeks prior to your licensing.

The Wardens remain responsible for the property until the date of the institution or licensing. Visits to the site and any possible DIY work to be carried out should only be done after consultation with the Property Department.