

Chapel House Address:

Item	Satisfactory? Y/N	Comments / Actions needed
Have the relevant trust deeds been checked to ensure adherence to the stated requirements?		
Have the trustees formally agreed to the occupation of the chapel house and is this documented in a lease or tenancy agreement?		
Is the property (externally and internally) kept in a good state of repair and free from health hazards? See checklist over page.		
If the property is not occupied by a pastor or caretaker, has professional advice on rental terms been obtained?		
Have you given your tenant a copy of the How to Rent government checklist?		
Insurance Do you have property owners' insurance? Are insurers' conditions complied with, particularly relating to health and safety issues?		
Gas Has all gas equipment been safely installed and maintained by a Gas Safe registered engineer? Is each appliance and flue given an annual gas safety check by a registered engineer? Has a copy of the gas safety check record been given to the tenant?		
Electrical Has all electrical equipment been safely installed and maintained? Is the electrical installation inspected and tested by a qualified and competent person at intervals of no more than 5 years? Has a copy of the electrical safety report been given to the tenant?		
Fire safety Have all safety regulations been followed? Is there a working smoke alarm on each storey and a carbon monoxide alarm in any room with a gas or solid fuel burning appliance (for example a coal fire or wood burning stove)? Is access to escape routes available at all times? Are any furniture and furnishings provided fire safe?		
EPC Has an energy performance certificate been obtained and is the rating E or above?		
Deposit Has a deposit been paid? If so, is the deposit protected in a government-approved scheme?		
England only Have you checked that your tenant has the right to rent your property?		

Signed by the person responsible:

Name printed:

Notes:

- 1 If the Gospel Standard Trust is a trustee of your chapel, could we ask for a signed copy of this simple checklist each year please?
- 2 For more details on any item, see <https://www.gospelstandard.org.uk/Assistance/Documents/Chapel-Houses>.
- 3 If necessary, funds can be sought from the Trust, for professional fees and physical measures. Such funds would be on loan where chapel houses are let out for profit. The Trust is always willing to give advice, as enabled. Contact: D J Playfoot (secretary), Cavepits House, Marle Place Road, Brenchley, Tonbridge, Kent TN12 7HS. Tel: 01892 722184

Item	Satisfactory? Y/N	Comments / Actions needed
EXTERNAL		
<ol style="list-style-type: none"> 1. Boundary fences/walls in good state of repair/decoration. 2. Gates in good working order and good state of decoration. 3. Paths, driveways, paving etc. in good order and safe. 4. Garden in good order. 5. Trees and shrubs under control. 6. Garage in good order. 7. Roof coverings in good state of repair (no leaks). 8. Chimneys & flashings intact (ground observation only). 9. General condition of walls (Pointing etc). 10. No vegetation growing on walls (preferable). 11. Damp proof course minimum 150mm (6in) above external ground. 12. Rainwater goods intact (no leaks) and clear. 13. Drains and manhole covers in good order. 14. External decorative condition satisfactory. 15. Timber generally in good condition (no obvious signs of infestation). 		
INTERNAL		
<ol style="list-style-type: none"> 16. Floor coverings in good order. 17. Ceilings undistorted – no major cracks. 18. Walls in good order – no excessive cracking. 19. Internal decorative condition satisfactory. 20. Windows free of cracks and in good order. 21. Sanitary fittings generally sound, free from cracks, etc. 22. Internal plumbing in good order. 23. Central heating operating effectively and efficiently. 24. Adequate loft insulation. 		