



***Information on what to do when a Clergy  
House is about to be vacated .....***

**1. Before vacating please ensure  
that you have taken  
responsibility for:**

**Cleaning & Emptying:**

The house must be left both clean and completely empty, including garages, outhouses and gardens.

Any PCC/Parish related items such as photocopiers, files etc must be removed.

**Setting the Heating:**

Over the winter months October - March please leave the heating set continuously at 15°C. During extremely cold spells where possible open the loft hatch to help protect water tanks in the roof space. If the

house operates on oil please alert the Property Department of the level in the tank.

**Cookers:**

Please contact the Property Department who will arrange for a suitably qualified contractor to disconnect your gas or electric cooker, if required.

**Telephone/Internet :**

If the parish wish to retain the telephone and/or internet line, i.e., if it appears on parish stationery, notice boards, etc., then you should advise the provider of the date from which the service is no longer required, and arrange for the number to be retained and, if required, calls redirected to someone in the parish e.g. Church Warden or parish office.

**Finalising Utilities:**

Notify gas and electricity providers of the final meter readings and let the Property Department have a copy of the readings and the supplier's details as soon as possible. Please also ask the utilities companies to address future correspondence in relation to the

vicarage to: Coventry DBF Ltd, 1 Hill Top, Coventry CV1 5AB

**Redirecting the Post:**

You are responsible for arranging the re-direction of your mail with the Royal Mail, and ensuring the parish also set up re-directions for any parish mail that they had sent to the vicarage on a regular basis. Should mail be delivered when the property is vacant it should be collected by a Church Warden or parish representative and, if appropriate, sent to the Property Department.

**Contents:**

Contents including carpets, built in appliances, log burners etc should not be removed from the property.

**Securing the House:**

On the day of departure please ensure that all doors are locked and windows shut (please do not lock internal doors). Hand over external keys to the Sequestrators together with the alarm code. Notify Neighbourhood Watch that the house is empty. Please let the Property Department know who has the keys and the alarm code.

**No part of the property may** be used by the parish once it is vacant.

**Once the house is vacant then care of the house becomes one of the primary responsibilities of the Church Wardens as local sequestrators.**

## **2. Once the house has been Vacated:**

Any house left empty is vulnerable to unwanted attention. Weekly internal visits to the house by members of the parish are essential in reducing the risks and in maintaining security. The Property Department will send an attendance register that will need completing on each visit to satisfy the building's insurer.

There are a number of measures that should be adopted to reduce the risk of incidents occurring:

**Post:** A build up of post is an obvious sign that the house is empty, and should be collected every few days.

**Lights:** Most houses will have external sensory security lighting

around the perimeter of the property. In addition, it is advisable that the parish place a couple of lamps on timer switches inside the house.

**Alarm:** The alarm should be set at all times.

**Curtains:** If there are any missing curtains we ask that the parish provide replacements so as to prevent the house looking empty.

**Garden:** Side gates should be locked. Arrangements should be made to cut the lawn between March and October at three weekly intervals. Reasonable costs will be met but only following prior consultation with the Property Department.

## **3. Interregnum Visit:**

The Property Department will be in touch to with the Church Wardens to arrange a visit to inspect the house to note its condition and any necessary repairs or improvements to be carried out by the Diocese in readiness for a new appointment.

## **4. Letting the Property:**

If sufficient time is anticipated before a new appointment is in place, then the Diocese may arrange for the property to be let. There are a number of benefits in having the house let during the vacancy. It transfers many of the parish responsibilities, it saves the Diocese the cost of outgoings and provides an income which is used to support the work of the Diocese.

**The Property Department is on hand to provide help & support.**

**Please do not hesitate to contact us:**

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