**THE CONGREGATIONAL FEDERATION LTD**

**Property Information Sheet**

**Buildings (including Manse) and Grounds**

(Please complete separate form for each)

Church/Manse at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General

Is the ‘church’ a Registered Charity Yes/No

If so - Number:…………………….

Title Deeds held by………………………………………..…../CFL

Is the property registered at the Land Registry Yes/No

 If so - Title Number……………….

Listed Building? Yes/No

If so - Listing Reference number……………………..

Conservation Area? Yes/No

Are plans of the building kept at the church? Yes/No

If No - Where the plans are kept…………………………………………………………….

**B)** Boundaries/Land

Does the church or any neighbour take responsibility for maintaining? Yes/No

………………………………………………………………………………………………………….

Are there any known Third Party Rights over the land?

(eg right of way, buried cables)

……………………………………………………………………………………………………………………………………………….

1. Property

General Condition (eg Poor/Average/Good) …………………………………………………

Any Special Features (eg Stained Glass)…………………………………………………………

Any current maintenance issues……………………………………………………………………..

1. Services and Maintenance

Heating Gas/Electricity

Central Heating or Individual Heaters………………… Date installed……………………….

Electrical

Re-wiring - Approximate installation date……………………

 Mains water Yes/No

 Internal toilet facilities Yes/No

 Disabled access Yes/No

1. Risk Assessment

Does the church carry out Risk Assessment?.................................

Are these regularly reviewed?.........................................................

1. Future Works

Are any works to the Buildings being considered or planned over the next 3 years Yes/No

If Yes, please provide more details

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