

## CHURCH HOUSE LEASING or RENTING

### Policy

The Church house at 466 Wellington Street is Metropolitan United Church property and subject to oversight by the Board of Trustees who hold the title to church property.

The Property Committee is responsible for its maintenance and decisions regarding its occupancy. The Property Committee is also responsible for updating the Board of Elders and Board of Trustees concerning its status.

### Church House

The two-story Church house was formerly known as the Sexton's house. It consists of a full basement with washer and dryer. The main floor has a kitchen, 2-piece bathroom, dining room, living room and one room which could be used as an office or bedroom. The upper floor has 3 bedrooms and one 3-piece bath. All rooms are unfurnished.

The Church house is either rented or leased to appropriate tenants, and the rent is paid to Metropolitan United Church. The rental amount includes hydro costs. It is metered separately for natural gas heating and the tenants are responsible for paying all heating bills. To ensure the bills for heating are paid in a timely fashion, the Church office pays them and invoices the tenant monthly.

### Procedures for Renting

1. Renting out the Church house is an established property management practice at Metropolitan United Church. This is an operational matter, unless the Church house requires substantial renovation. Then the Board of Trustees gets involved.
2. After the Church house has been prepared for renting (eg., painting, cleaning) under the supervision of the Property Committee, advertising is done through various means: Church bulletin, London Free Press, Kijiji (online advertising), real estate.
3. A Leasing Agent ordinarily is responsible for all aspects of advertising for tenants, showing the house to prospective tenants, screening calls from prospective tenants, and choosing appropriate tenants to view the Church house.
4. Prospective tenants are required to complete the LPMA [Rental Application](#) and provide the names of references. The Leasing Agent uses the application as a guideline for documenting relevant information about the prospective tenants. The Leasing Agent phones referenced individuals to verify personal information provided by prospective tenants, and always asks for contact information to have available in an emergency.
5. Prospective tenants supply the Leasing Agent with a cheque for \$100 or the first month's rental amount to indicate the tenant's serious intention of renting the Church house. After the Leasing Agent has verified the information on the rental application and approved the applicant for tenancy, the cheque is given to the church office to deposit to the bank. After the payment transaction is successfully completed, the Leasing Agent notifies the tenants that Metropolitan has accepted their application for tenancy.
6. A "move-in" date is established and the structure for monthly rental payments and house maintenance are determined.

## Procedures for Leasing

1. Basic above-mentioned procedures for renting the Church house apply to setting up a lease agreement.
2. A “move-in” date is established and the LPMA [Lease Agreement](#) is signed by the tenant and Metropolitan’s Leasing Agent.
3. Both parties must agree to the terms of the lease which include a sublet clause, the term of the lease, lease amounts, fines, etc.
4. The tenant provides a deposit of the first and last month’s lease amount prior to taking residence in the Church house.
5. The tenant may also be asked to provide a “damage” deposit which can be refunded upon final inspection of the Church house before the tenant’s departure date.
6. The Leasing Agent encourages the tenant to obtain “Tenant’s Insurance” to cover the cost of their residential contents.
7. Post-dated monthly lease cheques covering the length of the lease are provided to the Church office.
8. The tenant is provided with a set of house keys.
9. After the tenant has occupied the Church house for one year, they can lease the property on a “month-to-month” basis but are encouraged to notify the landlord of possible vacancy with sixty (60) days’ notice.

## Parking

Parking is available for one (1) vehicle in a designated space near the Church house. Additional spaces may be negotiated at an increased parking rate.

## Pets

Dogs and outdoor cats are discouraged from residency in the Church house due to proximity to the Church, its parking lot, and the small size of the property grounds.

## Liaison

The contact person for the tenant is the Chair of the Property Committee.

## Related Metropolitan Policies

- Property Committee Terms of Reference
- Property Use
- The Property Committee and the Leasing Agent are responsible for reviewing this Church house policy annually before it is sent to the Board of Elders for approval, if changes are made.

## Related Documents/External Resources

[London Property Management Association](#) (LPMA)

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