

**WOODSMILL SUBDIVISION
CLUBHOUSE RENTAL CHECKLIST**

The following items are to be checked both before and after rental or use of the clubhouse. The “Before Rental” checklist must be completed upon receipt of keys, and the “After Rental” checklist completed following before keys are surrendered in order to qualify for return of security deposit.

Renter / User Name: _____

Address: _____

Phone: _____ Date of Rental/Use: _____

Before Rental / Use	After Rental / Use
<input type="checkbox"/> Floor clean in tiled room <input type="checkbox"/> Floors clean in carpeted room <input type="checkbox"/> Tables and chairs in good working order <input type="checkbox"/> Stove, refrigerator, and counters clean and operable <input type="checkbox"/> Trash cans clean <input type="checkbox"/> Ceiling fans and lights operable and free of damage <input type="checkbox"/> Windows and walls clean and free of damage <input type="checkbox"/> Door and window locks operable; all doors and windows closed and locked <input type="checkbox"/> Heat / AC in working order <input type="checkbox"/> Commodes clean and operable <input type="checkbox"/> Sinks clean and operable <input type="checkbox"/> Other items specified below	<input type="checkbox"/> Floor mopped in tiled room <input type="checkbox"/> Floor vacuumed in carpeted room; vacuum emptied <input type="checkbox"/> Stove, refrigerator, and counters clean and operable <input type="checkbox"/> Trash removed; cans emptied and cleaned <input type="checkbox"/> Ceiling fans and lists operable and free of damage <input type="checkbox"/> Windows and walls clean and free of damage <input type="checkbox"/> Sidewalk swept and free of debris <input type="checkbox"/> Thermostat set to 55F in winter or 80F in summer <input type="checkbox"/> Commodes clean and operable <input type="checkbox"/> Sinks clean and operable <input type="checkbox"/> Brooms and mops returned to storage area <input type="checkbox"/> Tables and chairs clean and returned to storage area <input type="checkbox"/> Lights turned off <input type="checkbox"/> Door and window locks operable; all doors and windows closed and locked <input type="checkbox"/> Other items specified below

COMMENTS

Renter Signature: _____ Date: _____

Submit completed checklist to clubhouse manager when surrendering keys (within 24 hours of rental/use) to qualify for refund of security deposit.