

**SUNSET OAKS HOMEOWNERS ASSOCIATION CLUBHOUSE
RENTAL CHECK-OUT LIST**

**Resident's
Check-out**

**Management
Check-out**

- | | | |
|-------|---|-------|
| _____ | All kitchen surfaces must be cleaned-floors, counters etc. Cleaning supplies are not supplied by the Association and are the responsibility of the person renting the Clubhouse. | _____ |
| _____ | Appliances turned off. | _____ |
| _____ | All leftover food must be removed from the cabinets, oven, and refrigerator. | _____ |
| _____ | Recreation room cleaned. All glass top tables MUST be covered with a table covering. | _____ |
| _____ | The Meeks Lounge area must be cleaned. Food is not allowed in this area. The Lounge furniture is not allowed to be moved. | _____ |
| _____ | All refuse placed in outside trash containers. All excess must be taken to the nearest dumpster for disposal and all boxes must be broken down/flattened. | _____ |
| _____ | All Clubhouse equipment must be cleaned and returned to its proper place. | _____ |
| _____ | Heat/Air-Conditioning units must be turned off. | _____ |
| _____ | Stacking chairs (25) must be cleaned and stacked in-groups of five. | _____ |
| _____ | Inside doors to bathrooms locked from the Clubhouse side. (VERY IMPORTANT) | _____ |
| _____ | All seven outside exit doors must be tightly closed and properly locked. | _____ |
| _____ | All lights must be turned off. Exception: the one (1) torchiere light in the Meeks Lounge, and the two torchiere lights in the Recreation Room. | _____ |
| _____ | The vertical window blinds are to be left in the open position. | _____ |
| _____ | Place this checkout list with the Clubhouse keys in the Dropbox outside the Clubhouse door at your departure. Failure to return this sheet will result in a reduction of your deposit. | _____ |
| _____ | Failure to adhere to the attached Clubhouse Rules and Rental Agreement or any of the above, could result in a reduction of your deposit for each item left incomplete. We appreciate your cooperation. Thank you. | _____ |
| _____ | A vacuum cleaner, stored in the storage room, is available for your use in clean up. | _____ |

PLEASE NOTE ALL DAMAGE/BREAKAGE:

Resident's Signature

Date

PLEASE NOTE ANY COMMENTS/EXCEPTIONS/DAMAGES/ADDDITIONAL CLEANING COSTS/DISTURBING NEIGHBORS ON THE REVERSE SIDE OF THIS DOCUMENT:

Amount returned _____

Management

Date