

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

Homeowner 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: _____

_____	_____	_____
Homeowner's Address	Homeowner'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