

**Brightwater Homeowners Association  
Missouri City, Texas 77459**

**CLUBHOUSE RENTAL INSPECTION FORM**

**DATE OF RENTAL:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_

<b>RESIDENTS, PLEASE NOTE: CLEANUP GUIDELINES MUST BE FOLLOWED OR ALL OR A PORTION OF YOUR DEPOSIT MAY BE FORFEITED</b>
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**AREAS OF INSPECTION**

**FINES**

ALL EXTERIOR DOORS CLOSED, LOCKED AND CLEANED WITH GLASS CLEANER INSIDE AND OUT	_____ \$20.00 - 100.00
TRASH TAKEN HOME BY RENTER AND TRASH CANS CLEANED	_____ 20.00
TRASH REMOVED FROM PARKING LOT	_____ 20.00
FLOORS MOPPED (Kitchen, Bathroom and Entry) <b>RUG AT ENTRY CLEANED</b>	_____ 20.00
CARPET VACUUMED AND ANY STAINS REMOVED	_____ 150.00 - 200.00
KITCHEN CLEANED & REFRIGERATOR EMPTIED AND CLEANED; CONTROL DIALS RETURNED TO ORIGINAL SETTINGS (if moved for cooling purposes). MICROWAVE CLEANED. FAUCETS TURNED OFF	_____ 20.00
BATHROOM CLEANED ( <b>toilet, sink, walls &amp; stall wiped and mirror cleaned with glass cleaner</b> ); FAUCETS TURNED OFF	_____ 20.00
ALL TABLES AND UPHOLSTERED CHAIRS WIPED OFF	_____ 50.00
TABLES DO NOT WOBBLE AND ARE NOT BROKEN	_____ 100.00
FURNITURE RETURNED TO ORIGINAL POSITION	_____ 20.00

WINDOWS & FIREPLACE GLASS NOT BROKEN (Cleaned with glass cleaner)	_____	20.00 –100.00
WALLS CLEAN (No decorations of any kind on walls, vertical blinds or woodwork; no scotch tape on wooden furniture)	_____	10.00 - 30.00
GLASS DOORS AND FIREPLACE HEARTH CLEANED	_____	10.00
UPHOLSTERED CHAIRS, CHEST, SOFA TABLE, BAKERS RACK, LAMPS & SILK PLANTS ARE NOT TO BE MOVED (No decorations of any kind on silk plants)	_____	30.00
LIGHTS TURNED OFF	_____	20.00
AIR CONDITIONING RE-SET TO 80°F. MAY 1 - SEPT. 30; HEAT RE-SET TO 60°F. OCT. 1 – APRIL 30	_____	20.00
NO VEHICLES PARKED UNDER THE PORTE-COCHERE OR WHERE THE CURB IS MARKED RED	_____	50.00

PLEASE RESPECT NEIGHBORS BY KEEPING NOISE TO A MINIMUM

**NOTE: YOU MUST FURNISH YOUR OWN CLEANING SUPPLIES (i.e., WINDEX, FURNITURE POLISH, CARPET CLEANER, ALL PURPOSE CLEANER, PAPER TOWELS, ETC.)**

**DEPOSIT DEDUCTION: \$50.00 CHARGE IF COORDINATOR MADE TO WAIT MORE THAN 15 MINUTES FOR KEY RETURN.**

I HAVE READ THE CLEANUP GUIDELINES AND UNDERSTAND THAT I MUST COMPLY FULLY IN ORDER TO HAVE MY DEPOSIT RETURNED.

SIGNATURE OF RESIDENT:

\_\_\_\_\_

DATE:

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