

Wemberley Hill Garden Homes

Clubhouse Rental Checklist

	At Rental		At Conclusion of Rental	
	Acceptable	Not Acceptable	Acceptable	Not Acceptable
		Initial		Initial
<p>Decorations: All decoration must be removed. Decorations may be attached to Formica, wood, and glass only. Balloons must be used outside only.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Carpet: All carpet must be vacuumed. Carpet Damage: Any stains, burns, spills, or other damage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Walls & Ceilings: Any markings or damage Discoloration Any Fixtures Damaged No Damaged Windows</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Furniture: Tables, chairs, and sofas must be left in the same condition, and position as found. Any Damage or Stains?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Appliances: Sink is clean and Oven & Stove clean. Nothing left in Refrigerator</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floors: Must be left clean, swept, and mopped if flooring requires it. All floors include foyer, kitchen, and restrooms.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Restrooms: Sink, toilet, and counters must be clean. Wastebaskets must be emptied.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Light Fixtures and Fans: All lights and ceiling fans must be turned off.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Windows and Doors All windows must be closed and locked. Doors to patio and entrance door must be locked.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit Owner Signature: _____

Unit Owner Address: _____

Date: _____

Clubhouse Manager/Board Member Signature: _____