

## The Willows Clubhouse Rental Cleaning Checklist

Renter Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

HOA Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**\*Nothing may be attached to any walls, windows, doors, etc.**

**\*Please no glitter, confetti, etc.**

Kitchen	Completed By Renter	HOA Verified	Comments
Sink, Counter, Oven, Microwave, Refrigerator wiped down			
Items removed from dishwasher and put away			
<b>Bathrooms</b>			
Toilets in working order			
Outside doors closed, Inside doors locked			
<b>Other Areas</b>			
All floors swept for large debris			
All furniture clean and returned to original positions			
Trash collected and trash bags replaced. Trash is deposited in the containers on the side of the clubhouse.			
Temp returned to 75 degrees in the summer and 65 degrees in the winter			
Ceiling fans and lights turned off			

**Verification: Deposits will be returned when verification is received stating the building was left in good order. The cleaning company will take care of mopping, windows, dusting, etc. Please leave this form on the dining table when leaving the building. Please notify the HOA contact of any issues before leaving.**

Renter Signature: \_\_\_\_\_ Renter Phone: \_\_\_\_\_

Revised February 2023