



## Clubhouse Rental Checklist

The below is a list of requirements that must be completed after your rental in order to qualify to get back your rental deposit. If upon you first entering the clubhouse you note any damage or that any of these conditions are not met by previous occupants, please report it immediately with photos if necessary to [www.Clubhouse@OldMillHOA.com](mailto:www.Clubhouse@OldMillHOA.com) to avoid you being held responsible. After your rental, please initial each item as you complete them, sign where indicated and return this form with the key. Items not checked-off may be assumed as not completed. If any of these are found not completed after your rental, your deposit will be cashed and you will be charged up to \$25 for each item listed below not completed. The balance of your deposit, if any, will be returned.

- \_\_\_\_\_ All garbage must be brought out to the holding area in the parking lot, including any large garbage cans in the pool area with garbage in them.
- \_\_\_\_\_ Kitchen counters and sink wiped down and left clean.
- \_\_\_\_\_ Refrigerator and microwave emptied and cleaned.
- \_\_\_\_\_ Tables and chairs cleaned and neatly returned to closet where indicated by signs.
- \_\_\_\_\_ Take down and remove party decorations. No sign of tape, push pins, tacks or decorations left on walls. Damage from decorations must be repaired.
- \_\_\_\_\_ Floors swept and mopped.
- \_\_\_\_\_ Close all blinds.
- \_\_\_\_\_ Turn air up to 80° in the summer and heat down to 60° in the winter.
- \_\_\_\_\_ Turn off ceiling fan and ALL lights, including outside lights.
- \_\_\_\_\_ Lock all doors except door in back hallway leading to bathrooms from the outside pool area during pool season only.
- \_\_\_\_\_ Return clubhouse key and this signed completed checklist.

I understand that if all of the above items are not completed, I risk forfeiting my deposit.

Old Mill Home Owner/Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_