

Louise Pearson Clubhouse Clean-Up and Responsibility Checklist

READ CAREFULLY – WILL IMPACT THE RETURN OF YOUR SECURITY DEPOSIT CHECK

Please remember to bring this checklist on your rental date. The goal is to leave the Clubhouse in a condition at least as good as you found it. The items below must be checked and the AFFIRMATION CERTIFICATE (on the reverse of this form) must be signed and left on the kitchen counter to be validated by a member of the Clubhouse Committee. That individual will pass it to the Property Manager and the adequacy of clean-up will strongly influence whether your Security Deposit will be returned or cashed. Report any deficiencies to Associa’s Lynda Rich Irich@communitygroup.com or leave a message at 757-345-6400.

- FLOORS: ___ I have cleaned the floors in the main room, hallway, kitchen, and bathrooms
- KITCHEN: ___ Water turned off ___ Stove and microwave turned off and left clean
 ___ Counter tops cleaned ___ Any food and drinks removed from refrigerator & freezer
- RESTROOMS: ___ No mess left in bathroom ___ Counters are wiped down
- TRASH: ___ Trash placed in trash receptacles in rear [outside] of building
 ___ All trash cans are emptied and relined with new trash bags (found inside kitchen closet)
- OTHER: ___ All alcohol (if used) removed from premises ___ All windows closed and locked
 ___ Tables and chairs stored in the closet ___ Set thermostat as indicated on the wall
 ___ All lights and fans are turned off ___ Security system armed
 ___ All exterior doors shut and locked ___ Grounds checked and cleaned of trash
 ___ No tape/pins on wall surfaces

SEE CERTIFICATION BELOW: Completion is required for the return of your security deposit.

CERTIFICATE -- Affirmation of Clean-Up*

I hereby affirm that I followed the clean-up checklist and did not cause or leave any situation that resulted in damage to the facility (including marring of the floors or walls).

Signature of Authorized User (date)

* Must be left for representative of the Clubhouse Committee to VALIDATE. That individual will ensure delivery to the property manager who will determine if any portion of security deposit should not be returned.

VALIDATION by CLUBHOUSE COMMITTEE

___ Facility was left in acceptable condition ___ Facility condition was less than acceptable; problem issues are noted below:

_____ Clubhouse Committee Representative (Date)