

**SUNSET OAKS HOMEOWNERS ASSOCIATION CLUBHOUSE  
RENTAL CHECK-OUT LIST**

**Resident's  
Check-out**

**Management  
Check-out**

- \_\_\_\_\_ All kitchen surfaces must be cleaned-floors, counters etc. Cleaning supplies are not supplied by the Association and are the responsibility of the person renting the Clubhouse. \_\_\_\_\_
- \_\_\_\_\_ Appliances turned off. \_\_\_\_\_
- \_\_\_\_\_ All leftover food must be removed from the cabinets, oven, and refrigerator. \_\_\_\_\_
- \_\_\_\_\_ Recreation room cleaned. All glass top tables **MUST** be covered with a table covering. \_\_\_\_\_
- \_\_\_\_\_ The Meeks Lounge area must be cleaned. Food is not allowed in this area. The Lounge furniture is not allowed to be moved. \_\_\_\_\_
- \_\_\_\_\_ All refuse placed in outside trash containers. All excess must be taken to the nearest dumpster for disposal and all boxes must be broken down/flattened. \_\_\_\_\_
- \_\_\_\_\_ All Clubhouse equipment must be cleaned and returned to its proper place. \_\_\_\_\_
- \_\_\_\_\_ **Heat/Air-Conditioning units must be turned off.** \_\_\_\_\_
- \_\_\_\_\_ Stacking chairs (25) must be cleaned and stacked in-groups of five. \_\_\_\_\_
- \_\_\_\_\_ **Inside doors to bathrooms locked** from the Clubhouse side. (**VERY IMPORTANT**) \_\_\_\_\_
- \_\_\_\_\_ All seven outside exit doors must be tightly closed and properly locked. \_\_\_\_\_
- \_\_\_\_\_ **All lights must be turned off. Exception:** the one (1) torchiere light in the Meeks Lounge, and the two torchiere lights in the Recreation Room. \_\_\_\_\_
- \_\_\_\_\_ The **vertical window blinds are to be left in the open** position. \_\_\_\_\_
- \_\_\_\_\_ Place this checkout list with the Clubhouse keys in the Dropbox outside the Clubhouse door at your departure. Failure to return this sheet will result in a reduction of your deposit. \_\_\_\_\_
- \_\_\_\_\_ Failure to adhere to the attached Clubhouse Rules and Rental Agreement or any of the above, could result in a reduction of your deposit for each item left incomplete. We appreciate your cooperation. Thank you. \_\_\_\_\_
- \_\_\_\_\_ **A vacuum cleaner, stored in the storage room,** is available for your use in clean up. \_\_\_\_\_

**PLEASE NOTE ALL DAMAGE/BREAKAGE:**

\_\_\_\_\_ **Resident's Signature**

\_\_\_\_\_ **Date**

**PLEASE NOTE ANY COMMENTS/EXCEPTIONS/DAMAGES/ADDDITIONAL CLEANING COSTS/DISTURBING NEIGHBORS ON THE REVERSE SIDE OF THIS DOCUMENT:**

**Amount returned** \_\_\_\_\_

\_\_\_\_\_ **Management**

\_\_\_\_\_ **Date**