

MG 2 CLUBHOUSE INSPECTION CHECKLIST PRE AND POST RENTAL

This checklist is required to be completed at the beginning and end of your rental day. Please review each item when you first arrive at the Clubhouse & again when you leave the Clubhouse. The renter needs to initial the boxes. This form needs to be sent to the Manor Association by email attn Janna jcantiveros@manorinc.com no later than 5pm the Monday after your rental

	Upon Arrival	When you Leave
1. Front Walkway has no debris/garbage	_____	_____
2. The front door is locked.	_____	_____
3. Both Bathroom inside doors are locked and lights are off in bathrooms.	_____	_____
4. The lobby is clean, with no water spills or debris on the floor.	_____	_____
5. All lights in the Clubhouse are off.	_____	_____
6. The Hallway is clean, with no water spills or debris on the floor.	_____	_____
7. All Recycle & Trash cans are empty with new Trash Bags.	_____	_____
8. The Kitchen's floors and counters are clean, no water spills or debris.	_____	_____
9. All Kitchen ware (dishes, glasses, silver ware, utensils in drawers and cabinets	_____	_____
10. All appliances in the kitchen- electric range, stove, microwave, coffee makers are clean & off.	_____	_____
11. The refrigerator is clean, empty, and the door is shut.	_____	_____
12. The dishwasher is clean, empty, and the door is shut.	_____	_____
13. The kitchen sink is empty, and the water is turned off.	_____	_____
14. The stereo system under the counter is turned off.	_____	_____
15. The thermostat is turned off.	_____	_____
16. The tables and chairs are arranged in the order that you first saw them and are clean with no scratches or chips on the wood or stains on the upholstery	_____	_____
17. The couches & cocktail tables are arranged in the order that you first saw them and are clean with no scratches/chips on the wood or stains on the upholstery.	_____	_____
18. Folding tables and chairs are stacked neatly in the closet. Outside umbrella is down	_____	_____
18. The main room its floors and walls are clean, no water spills, no decorations or tape on the walls, no ballons are present, or debris.	_____	_____
19. The fireplace is off, and the glass doors are open.	_____	_____
17. The 85-inch TV is off, and the remote control is on the fireplace ledge.	_____	_____
18. The Neat Bar is off (it is not to be used). Its wires are connected to the TV (if you connect any cables to TV they must be removed before leaving).	_____	_____
19. All blinds work and are in the position that you see them when you walked in.	_____	_____
20. All sliding doors to the pool & the emergency exit door to the front patio are shut.	_____	_____

Signature of Renter

Date

Renter Contact Phone Number