

**Country Hills Neighborhood Association  
Clubhouse Rental Inspection Checklist  
1610 Oaken Bucket Dr. Cordova, TN 38016**

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The below is a list of requirements that must be completed after your rental. If upon you first entering the clubhouse you note any damage, please report it immediately with photos to the Board of Directors at [board@countryhillshoa.com](mailto:board@countryhillshoa.com) to avoid being held liable. After your rental, please initial each item as you complete them, sign where indicated and return this form to the Board of Directors at [board@countryhillshoa.com](mailto:board@countryhillshoa.com) . Items not checked-off may be assumed as not completed. If any of these are found not completed after your rental, you will be liable for the cleaning charges as listed below plus a \$75minimum cleaning fee. Clubhouse rentals do not include use of the pool or tennis court areas. All event attendees should remain in the clubhouse area. **THIS IS A NON SMOKING FACILITY! A Post rental inspection will be performed by an approved Board of Directors Representative the following day.**

\_\_\_\_\_ All garbage must be brought out to the large trash cans located at the side of the clubhouse. Please check for trash, plates, napkins, cups, cigarette butt, etc around the entire amenity area that may have been left by your guests.

\_\_\_\_\_ Kitchen counters and sink wiped down and left clean.

\_\_\_\_\_ Refrigerator and microwave emptied and cleaned.

\_\_\_\_\_ Tables and chairs cleaned and neatly returned to the storage room.

\_\_\_\_\_ Take down and remove any party decorations. No sign of tape, push pins, tacks or decorations left on walls. Damage from decorations must be repaired.

\_\_\_\_\_ All floors swept and mopped, carpets vacuumed. The Association does not provide a vacuum or mop. Residents should bring their own.

\_\_\_\_\_ Turn off ALL lights and fans. Set thermostat to (heat to 60 degrees/air conditioning to 80 degrees, if used).

\_\_\_\_\_ Lock all doors, including the door between the bathroom hallway and the clubhouse.

\_\_\_\_\_ Return furniture in the clubhouse to the layout it was in at the beginning of the rental.

\_\_\_\_\_ Bathrooms should be cleaned to the state they were in at beginning of rental. Any plumbing issues should be resolved with the plunger or the Board of Directors should be notified.

\_\_\_\_\_ Toilet paper and paper towels must be restocked with the toilet paper and paper towels located under the bathroom sink and / or as provided in the kitchen cabinets.

I understand that if all of the above items are not completed, I will be charged a cleaning fee per item. Any damages will be assessed as a specific assessment at the cost of repair, cleaning, and/or replacement to the homeowners account. If the clubhouse needs to be cleaned, a \$75 minimum cleaning fee will be assessed in addition to the fee(s) listed below. If any doors are left unlocked, I am liable for any damages cause by vandalism after checkout.

### **CLUBHOUSE LIST OF CLEANING CHARGES**

**Please be advised that there is a minimum of \$75.00 fee for ANY cleaning that is necessary, regardless of item cost listed below. Fees owed due to additional cleaning will be due within 72 hours after your clubhouse rental.**

<u>CLEANING</u>	<u>CHARGES</u>
Sweep / Mop kitchen floor	\$30.00
Sweep / Mop grand area	\$60.00
Sweep / Mop bathroom floors	\$25.00 ea.
Empty / Clean refrigerator	\$20.00
Empty garbage containers or put in outside containers	\$20.00
Remove adhesive from walls	\$50.00
Return furniture to original position	\$50.00
Extra cleaning in bathrooms	\$30.00
Wipe off all tables & countertops	\$20.00
Professional upholstery cleaning due to stains / spots	\$80.00

**The charges listed above are average prices only. If higher cleaning costs / repairs are required, the renter will be responsible for any / all additional costs.**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The application and all required forms must be executed and signed by an adult who will assume responsibility for the areas.**