

## **Country Hills Neighborhood Association Clubhouse Rental Procedure**

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- Email the Board of Directors ([board@countryhillshoa.com](mailto:board@countryhillshoa.com)) to request information concerning CHNA clubhouse rental availability and procedures related to such.
- Complete all required rental forms and email them to [board@countryhillshoa.com](mailto:board@countryhillshoa.com)
- Mail a check made out to the Country Hills Neighborhood Association for \$300 to Weichert Realtors SPM, P.O. Box 747 Arlington, TN 38002. After the rental fee is received by Weichert, the date of rental will be posted on the website calendar as rented.
- Approved renters will receive an activation code from the Board of Directors prior to the rental date via email. The code will be activated on the rental date.
- The clubhouse will be made available from 8AM until 12AM.
- Clubhouse should be in pre-rental condition by 12AM.
- Post inspection will occur the following day. Any additional charges for cleaning or repairs, if any, will be reported to Weichert Realtors SPM and charged to the renter as stated in the rental agreement.