

Chisholm Springs Home Owners Association (HOA)
Clubhouse Inspection

Homeowner/Renter: _____ **Date of Rental:** _____ MM/DD/YY

Inspection Date: _____ **Time:** _____

1. **Clubhouse must be left clean and in the condition found prior to the event.** All trash should be placed in trash bags and put in trash bin located outside the clubhouse.
2. **If the clubhouse is not left clean, a cleaning fee will be deducted from the deposit.** A broom with detachable dustpan and Swiffer sweeper are stored on the right side of the refrigerator. *NOTE: Homeowners/Residents are responsible for providing additional trash liners in the event that it needs to be changed during their event. They will also need to bring a mop and cleaning products for the kitchen area.*
3. **If there are any damages incurred by either the Homeowner/Resident, guests or any other persons affiliated with your event, costs of repair will be deducted from the deposit.** This includes moving of the furniture that may cause damage to the floors. If the amount of damages is larger than the deposit, Homeowner/Resident will be responsible for all charges and will be due and payable to Chisholm Springs HOA upon request.
4. **All parties or events must end by 12:00 a.m.** Music or other loud noise should not be heard outside of the clubhouse after 10:00 p.m.
5. **All events must be limited to a maximum of 60 people.**
6. **Parking is not permitted in fire lanes.**
7. **Children under the age of 18 are not allowed in the clubhouse or pool area** unless accompanied by an adult.
8. **No pets are allowed** in the clubhouse or pool area.
9. **Smoking is prohibited.**
10. **Renters are responsible for cleaning restrooms after event.**

Pre-Rental Inspection:

	Area	Condition	Notes
<input type="checkbox"/>	Porch/Front Door		
<input type="checkbox"/>	Porch Lights		
<input type="checkbox"/>	Outdoor security lights		
<input type="checkbox"/>	Ceiling Fans/Lights		
<input type="checkbox"/>	Ceiling Fans		
<input type="checkbox"/>	Wall Lamps/Lights		
<input type="checkbox"/>	Floors		
<input type="checkbox"/>	Countertops		
<input type="checkbox"/>	Tables/Chairs		
<input type="checkbox"/>	Refrigerator/Freezer		
<input type="checkbox"/>	Couch/Loveseat		
<input type="checkbox"/>	Coffee Table/Rug		
<input type="checkbox"/>	Pool Table/Sticks (2)		
<input type="checkbox"/>	Table Soccer		
<input type="checkbox"/>	Folding Tables (3)		
<input type="checkbox"/>	Folding Chairs (19)		

I agree that the condition of the clubhouse is as indicated on the pre-rental inspection form.

Signature of Resident _____

Post-Rental Inspection

Note: ✓ indicates that task has been completed and/or the condition of the item has been inspected and is in satisfactory order.

✓	Area	Notes
<input type="checkbox"/>	Remove all decorations	
<input type="checkbox"/>	Sweep and mop floors	
<input type="checkbox"/>	Counters/appliances wiped clean	
<input type="checkbox"/>	All personal items removed	
<input type="checkbox"/>	Windows closed and locked	
<input type="checkbox"/>	Trash removed/placed in dumpster	
<input type="checkbox"/>	Trash liner replaced	
<input type="checkbox"/>	Refrigerator: food removed/cleaned	
<input type="checkbox"/>	Freezer: food removed/cleaned	
<input type="checkbox"/>	Wall Lamps/Lights	
<input type="checkbox"/>	Furniture returned to original location	
<input type="checkbox"/>	Pool Table/Sticks	
<input type="checkbox"/>	Table Soccer	
<input type="checkbox"/>	Folding Tables	
<input type="checkbox"/>	Folding Chairs	
<input type="checkbox"/>	Pick up litter from outside grounds	
<input type="checkbox"/>	Bathrooms: pick up trash/clean	
<input type="checkbox"/>	Water turned off water in restrooms/kitchen	
<input type="checkbox"/>	Thermostat and lights off	
<input type="checkbox"/>	Signage/balloons removed from premises	

I agree with all comments regarding damage and/or cleanliness of the clubhouse upon the conclusion of the post-rental inspection.

Signature of Resident _____

Chisholm Springs Representative Signature		Phone Number