

# AMENITY RENTAL CHECKLIST

Property: SUNDANCE Date of Party: \_\_\_\_\_ Facility Rented: Clubhouse

Lessee's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Lessee's Phone: \_\_\_\_\_ Date Checklist Completed: \_\_\_\_\_

Lessee: Were there any un-cleaned areas before your utilization of the facilities? If so, note them:

## CLUBHOUSE OR PATIO AREAS

Please complete this section before and after your party

Before party

After party

Satisfactory	Unsatisfactory	Area	Unsatisfactory	Satisfactory
		Thermostat turned off		
		Lights & ceiling fans turned off		
		All interior/exterior furniture back in original locations and free of any stains		
		Chairs restacked if applicable		
		All kitchen counters and appliance surfaces wiped clean		
		Refrigerator surface & interior clean, turned off and door ajar		
		All floors swept & free of stains, all carpets vacuumed & free of stains		
		Bathroom facilities, if applicable, cleaned & bathroom doors locked		
		All walls, window sills & ledges in good repair, free of debris & clean		
		All windows & doors locked upon exiting		
		Fireplace, if applicable, cleaned after use		
		Exterior of facility policed/inspected & free of debris & trash		
		Pool furniture, if applicable, set up neatly & in good condition; no broken furniture		
		All trash bagged & removed from the premises after the party, I.E. renter must remove the trash & dispose of it at the dumpster if applicable or at their residence for normal trash pick		
		Exterior pool gate closed & locked if applicable after party		

Signature of Lessee acknowledging facilities were inspected & cleaned after use by Lessee

\_\_\_\_\_ Date \_\_\_\_\_

**ATTENTION LESSEE!**

Return this completed form to RealManage after your function. You may mail or fax your completed checklist to:

Sundance HOA C/O RealManage  
888 Isom Road, Suite 202 San Antonio, Texas 78216  
Phone 866-473-2573 Fax 866-919-5696

Failure to remove your trash from the premises will result in a partial forfeiture of your security deposit less any additional damages.