

WOODBURY HOMEOWNERS ASSOCIATION, INC.

c/o FirstService Residential ♦ 5970 Fairview Road, Suite 710, Charlotte, NC 28210 ♦ Ph: 855.546.9462

www.fsresidential.com

WOODBURY CLUBHOUSE AGREEMENT CLEANING CHECKLIST AND POST-EVENT INSPECTION REPORT

Name of Homeowner(s): _____
Homeowner Address: _____
Name of Inspector: _____
Date of Rental: _____ Date of Inspection: _____

***NOTE: THIS CHECKLIST FORM IS TO BE USED TO ENSURE CLEANING COMPLIANCE AFTER YOUR RENTAL.
IMPROPER CLEANING WILL RESULT IN FORFEITURE OF YOUR CLEANING DEPOSIT.***

- | | |
|---|--|
| ☐ Clean bathrooms, including emptying trash and checking to be sure nothing has been damaged | ☐ Make sure all water and lights have been turned off in both bathrooms and the kitchen (and any other applicable areas). |
| ☐ Wipe down and clean all counter tops, walls, tables, and chairs. | ☐ Remove all personal belongings including any decorations. |
| ☐ Wipe down and clean sink. Remove any items you brought from the refrigerator and make sure it is left clean. | ☐ Any damages to flooring or walls, including but not limited to stains, scuffs or marks, which occurred during the rental, should be called to the Association's attention at this time so that proper cleaning can be arranged. |
| ☐ Arrange and straighten furniture to original placement. | ☐ Turn off lights before leaving. |
| ☐ Remove all trash from the premises and around grounds. NOTE: If all trash is not removed, your deposit will <u>NOT</u> be refunded. | |

Floors cleaned? (Y) ☐ (N) ☐ If no, explain: _____

Any wall damages? (Y) ☐ (N) ☐ If yes, explain: _____

Bathrooms cleaned and properly stocked (Y) ☐ (N) ☐

If no, explain: _____

Kitchen cleaned and all appliances in working condition? (Y) ☐ (N) ☐

If no, explain: _____

Furniture: Clean and in good condition (Y) ☐ (N) ☐

If no, explain: _____

I agree with the post-inspection conditions listed above.

Homeowner Signature

Homeowner Printed Name

Date

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