

# Huntington Continental Clubhouse Rental Checklist

Pre- and Post-inspection to be completed day of reservation with HCTA patrol.

Please treat the community clubhouse as you would your own home.

<b>DATE and TIME:</b>			<b>AFTER</b>		
<b>RENTER Full name:</b>					
<b>HCTA REPRESENTATIVE:</b>					
	Initial BEFORE (Renter)	Initial BEFORE (HCTA)		Initial AFTER (Renter)	Initial AFTER (HCTA)
<b><u>Kitchen</u></b>					
Counters and sink clean					
Fridge empty and clean					
Trash gathered, tied off and put outside					
Floors clean					
Cabinets clean					
Microwave clean					
Drawers empty and clean					
<b><u>Main Room</u></b>					
Trash gathered/tied off and put outside					
TV works, no damage, turned off					
Chairs put away (x18) no damage					
Tables put away (x3) no damage					
Bar Stools (x4)					
Floor clean and no damage					
Blinds/windows closed & locked					
Fans turned off					
Instruction book accounted for					
Fireplace clean and not used					
Walls no damage. Decoration removed					
Couches no damage or stains					
Coffee Table no damage					
Side table and lamps (x2)					
Flags (x2)					

PAGE 2	BEFORE	BEFORE		AFTER	AFTER
	(Renter)	(HCTA)		(Renter)	(HCTA)
<b><u>Restrooms</u></b>					
Men's room clean & toilet flushed					
Women's room clean & toilets flushed					
No damage					
<b><u>Side Room (If Used)</u></b>					
Clean and straightened up (as needed)					
Tables put to side of room					
All windows locked					
Blinds closed					
Fans and lights turned off					
No damage					
Folding Tables (x7)					
Metal Folding chairs (x26)					
Wood Chairs (x13)					
<b><u>Remotes ETC</u></b>					
Fan Remote (x4)					
Television Remote (x1)					
HDMI Cable (x1)					
All remotes locked in kitchen drawer					

IF NEEDED NOTE ANY DAMAGE:

Please sign after POST INSPECTION IS COMPLETE. Renter is encouraged to take a picture of this as HCTA will retain hard copy.

RENTER: \_\_\_\_\_

HCTA Representative: \_\_\_\_\_