

Retreat at Union Square Clubhouse

Post-Rental Checklist

After your clubhouse function, please preform and check the following items, sign and date below and drop this form along with the clubhouse key fob in the rent drop located in the hallway.

- Bring your own trash bags and collect your trash from inside the clubhouse and covered patio area. **YOU MUST TAKE YOUR TRASH WITH YOU WHEN YOU LEAVE THE CLUBHOUSE!**
- Place new trash bags in all garbage cans that you have used.
- Restore all furniture to its original position. **DO NOT DRAG FURNITURE ACROSS FLOOR IT CAN SNAG THE CARPET OR SCRATCH THE FLOORS!!!!!!!!!!**
- Restore all accessories i.e. plants frames and other misc. items to its original position.
- Remove all decorations and clean up all confetti.
- Clean all countertops, tables, surfaces and appliances.
- Clean restrooms.
- Remove ALL FOOD items; clean both the refrigerator and freezer.
- Run water from the sink faucet and turn on garbage disposal to insure that it is cleared and in operating condition.
- Scrape and clear all dishes before loading into dishwasher.
- Sweep, Mop and vacuum all floors.
- Turn off all lights and fans, and fireplace both inside and outside.
- Check all appliances have been turned off.
- Turn off television, stereo, gaming system and blue ray.
- Re-set Thermostat **COOL @ 78 Degrees HEAT @ 55 Degrees.**
- Contact Signal 88 to let them know you are finished with the clubhouse and clubhouse is ready to be armed 208-340-5446. If no one answers leaves your name, phone number apartment number, and the property name on the voicemail.
- Close and lock all doors.
 - ✓ 2 back Doors
 - ✓ Hall door leading to bathroom hallway
 - ✓ 2 Front Doors
- Exit the building through the front door. Place this form along with your key fob into the rent drop (located by the fitness room).

Management will inspect the clubhouse the following business day and will return your deposit check IF you have left the clubhouse in good clean condition.

I certify that I have performed all the above items:

Signature: _____ Date: _____

Party Date: _____ Time: _____