

CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
5849 Harbour View Blvd, Suite 200, Suffolk, VA 23435  
757-484-0759 | 757-484-3217 Fax

## CHESHIRE FOREST CLUBHOUSE RENTAL CHECKLIST

Homeowner: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Thank you for renting the Cheshire Forest Clubhouse. The clubhouse is here for the enjoyment of all the residents of Cheshire Forest so please help us keep the clubhouse in good condition during your time there. You will find the following amenities in the clubhouse:

**Kitchen:** Double Oven, Microwave, Refrigerator (no ice), Dishwasher, TV with Remote, Sink with Garbage Disposal, Coffeemaker, Trashcan

**Meeting Room:** Table with 8 Chairs, Ceiling Fan, Sofa, Loveseat, 1 Other Chair, TV with Remote, Gas Fireplace

**Social Room:** 2 Couches, 3 Chairs, Ceiling Fan, Table with 4 Chairs, 4 Bar Stools, TV with Remote

The clubhouse also has basic cable TV and Wi-Fi (network: clubhouse1; password: 7574826363) available

The following supplies are provided for your use: Trash Bags, Dishwasher Soap / Rinse Agent, Paper Towels, Dish Soap, Hand Soap, All Purpose Cleaner, Toilet Paper

The following supplies are NOT provided: Pots/Pans, Utensils, Silverware, Dishes, Cups

**DISARMING ALARM:** The alarm system is located on the wall to your left of the main entrance doorway. You will hear an audible signal as you enter. When you hear the signal, press Disarm \_\_\_\_\_ on the alarm system keypad. This will disarm the system.

### AFTER YOUR EVENT

1. Remove all items from the appliances (oven, microwave, refrigerator, dish washer) and ensure they are clean
2. Ensure coffee maker is empty and clean
3. Clean up any spills in the appliances or on counters / floors
4. Return all furniture to its original position
5. Ensure toilets are flushed
6. Empty the kitchen and bathroom trash cans—Ensure all trash is removed from the clubhouse
7. Remove all your decorations
8. Ensure no trash on the deck or in the parking lot

Vacuuming/detailed cleaning of the clubhouse is not necessary as your rental fee includes the cost of having the clubhouse cleaned by a cleaning service. It is expected that the renter will make a reasonable effort to

return the clubhouse to good order. Please note that if the clubhouse is left in poor condition, additional cleaning fees may be assessed. We thank you in advance for helping to ensure that our clubhouse remains clean and pest free! An inspection will be done to verify no damages occurred during your rental period.

**BEFORE EXITING:**

1. Return BOTH Thermostats to 65° in winter and 75° in the summer.
2. Don't forget to turn off ALL lights (interior & exterior) and ceiling fans.
3. Lock all windows and doors.
4. Slide this completed rental form under the office door.

**ARMING THE ALARM:** Be sure that all doors and windows are locked and **WHILE THE FRONT DOOR IS CLOSED**, press **AWAY** \_\_\_\_\_ on the alarm system keypad. The red light will come on indicating that the alarm has been activated. You will then have **30 seconds to exit and lock the front door.**

*Keys must be returned to UPA on the next business day following your event. Failure to return the keys in a timely manner may result in additional fees.*

**PLEASE NOTE: DO NOT ATTACH ANYTHING TO THE WALLS**

Fee Schedule:

- Paint chipped- \$25 per occurrence / site
- Tape on walls- \$20 per occurrence
- Loss of TV remote- cost to replace (minimum \$100)
- Stains on floor- \$50 per occurrence (minimum)
- Missing coffeemaker- replacement cost (minimum \$50)
- Ceiling fans inoperable secondary to balloons- replacement cost (minimum \$150)
- Damage to furniture, including rips/tears- cost to fix (minimum \$50 per occurrence)
- Stains in oven, refrigerator, microwave- \$20 charge per occurrence
- Trash left in clubhouse (minimum \$25)
- Lights on / Thermostats set incorrectly / Alarm not set (minimum \$25)

List items of concern prior to event (e.g. broken/missing items, light bulbs out, etc.):

List items of concern after event (include any damage / stains that occurred during your rental):

POST-EVENT SIGNATURE-INSPECTOR

HOA Property Inspector Representative (print): \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Items of Concern post event by HOA inspector representative:

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UPA Office use only:

Was the deposit returned? \_\_\_ YES \_\_\_ NO

If "NO", please provide an explanation:

United Property Associates Representative: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Adopted 08 18 2015