

**CLEANUP GUIDELINES MUST BE FOLLOWED OR FORFEIT ALL OR A PORTION OF YOUR DEPOSIT**

**BRIGHTWATER HOMEOWNERS ASSOCIATION  
CLUBHOUSE RENTAL INSPECTION FORM**

DATE OF RENTAL: \_\_\_\_\_

RESIDENT: \_\_\_\_\_

**AREAS OF INSPECTION**

**FINES**

ALL EXTERIOR DOORS CLOSED, LOCKED AND CLEANED WITH GLASS CLEANER INSIDE AND OUT	_____	\$ 20.00 - 100.00
TRASH TAKEN HOME BY RENTER AND TRASH CANS CLEANED	_____	20.00
TRASH REMOVED FROM PARKING LOT	_____	20.00
FLOORS MOPPED (Kitchen, Bathroom and Entry) <b>Rug at entry cleaned</b>	_____	20.00
CARPET VACUUMED AND ANY STAINS REMOVED	_____	150.00 - 200.00
KITCHEN CLEANED AND REFRIGERATOR EMPTIED AND CLEANED CONTROL DIALS RETURNED TO ORIGINAL SETTINGS IF MOVED FOR COOLING PURPOSES. MICROWAVE CLEANED. FAUCETS TURNED OFF	_____	20.00
BATHROOM CLEAN ( <b>Toilet, Sink, Mirror with Glass Cleaner, Walls and Stall wiped off</b> ) FAUCETS TURNED OFF	_____	20.00
ALL TABLES AND UPHOLSTERED CHAIRS WIPED OFF	_____	50.00
TABLES DO NOT WOBBLE AND ARE NOT BROKEN	_____	100.00
FURNITURE RETURNED TO ORIGINAL POSITION	_____	20.00
WINDOWS & FIREPLACE GLASS NOT BROKEN ( <b>Cleaned with glass cleaner</b> )	_____	20.00 - 100.00
WALLS CLEAN ( <b>No decorations of any kind on walls, vertical blinds or woodwork and no scotch tape on the wooden furniture</b> )	_____	10.00 - 30.00
GLASS DOORS AND FIREPLACE HEARTH CLEANED	_____	10.00
<b>UPHOLSTERED CHAIRS, CHEST, SOFA TABLE, BAKERS RACK, LAMPS &amp; SILK PLANTS ARE NOT TO BE MOVED (No decorations of any kind on silk plants)</b>	_____	30.00
LIGHTS TURNED OFF	_____	20.00
AIR CONDITIONING RE-SET TO 80 MAY 1 - SEPT. 30 HEAT RE-SET TO 60 OCT. 1 - APRIL 30	_____	20.00
<b>NO VEHICLES PARKED UNDER THE PORTE-COCHERE OR WHERE THE CURB IS MARKED RED</b>	_____	50.00

**RESPECT NEIGHBORS BY KEEPING NOISE TO A MINIMUM**

**YOU MUST FURNISH YOUR OWN CLEANING SUPPLIES (WINDEX, FURNITURE POLISH, CARPET CLEANER, ALL PURPOSE CLEANER, PAPER TOWELS, ETC.)**

**I HAVE READ THE CLEANUP GUIDELINES AND UNDERSTAND THAT I MUST COMPLY FULLY IN ORDER TO HAVE MY DEPOSIT RETURNED.**

**SIGNATURE OF RESIDENT** \_\_\_\_\_