

Lake Terrapin Homeowners Association

Community Center Rental – Inspection Checklist

Name of Homeowner renting facility: _____

Address: _____

Phone: (Home) _____ (Cell) _____

Date of Rental: _____ Time of Rental: _____

Please note any deficiencies below; any cost for cleaning beyond routine vacuuming, mopping and glass cleaning will be charged to the homeowner and deducted from the security deposit. Any deficiency will be the responsibility of the homeowner.

Inspection Item	Pre-Rental	Post-Rental
Main room		
Carpets*		
Ceramic tile*		
Walls*		
Tables*		
Chairs*		
Fireplace*		
Windows*		
Doors*		
Other:		
Kitchen		
Floors*		
Counters*		
Refrigerator/Freezer*		
Stove/Oven*		
Cabinets*		
Microwave*		
Other:		
Bathrooms		
Men		
Women		

The amount of the charge will be the actual cost of cleaning if cleaning company was used or the cost of supplies and an hourly rate based upon the current hourly rate charged by the cleaning companies. Damage charges will be the actual cost of materials and labor for the repair and/or cost to replace any items.

*Homeowner will be responsible for any soil, spills, marks and cost to dispose of any items/trash left in the community center.

The agreement holder shall be responsible to obtain the necessary permit for serving alcohol through the Virginia ABC Board (forms and information available upon request).

Pre-Rental Inspection		
	Renter's signature	Inspector's signature
Post-Rental Inspection		
	Renter's signature	Inspector's signature