

PINE LAKES HOMEOWNERS ASSOCIATION RENTAL INSPECTION REPORT

Rental Date _____ Pre-Inspect _____ Post Inspect _____
 Expected Time of Party _____ Time Key Needed _____
 Homeowners Name _____ Phone No. _____
 Homeowners Address _____

CHECKLIST

<u>Item</u>	<u>Pre-inspect</u>		<u>Post Inspect</u>		<u>Cost/Charge/Descript.</u>
	Ok/	Damage	Ok/	Damage	
ROUND TABLES (10)	()	()	()	()	
RECTANGLE TABLES (2)	()	()	()	()	
CHAIRS (80)	()	()	()	()	
TRASH (OUT)	()	()	()	()	
VACUUM CARPET (DONE)	()	()	()	()	
WALLS/ CEILING	()	()	()	()	
CARPET/FLOOR	()	()	()	()	
DOORS/WINDOWS	()	()	()	()	
VERTICAL SHADES	()	()	()	()	
FAN/LIGHTS	()	()	()	()	
COFFEE MARKERS (2)	()	()	()	()	
KITCHEN APPLIANCES	()	()	()	()	
SINK	()	()	()	()	
DISPOSAL	()	()	()	()	
KITCHEN WASTEBASKETS	()	()	()	()	
EACH RESTROOM CLEAN	()	()	()	()	
RESTROOM WASTEBASKETS	()	()	()	()	
RESTROOM BOWL BRUSHES	()	()	()	()	
LIQUID SOAP DISPENSERS	()	()	()	()	
TISSUE DISPENSERS	()	()	()	()	
VACUUM CLEANER	()	()	()	()	
TILE FLOOR CLEANER	()	()	()	()	
BROOM/DUSTPAN	()	()	()	()	
MOP/BUCKET	()	()	()	()	
SNOWSHOVEL	()	()	()	()	
FLOORMATS (4)	()	()	()	()	
WALL TELEPHONE	()	()	()	()	
FIRE EXTINGUISHERS (2)	()	()	()	()	
OUTDOOR TABLES (2)	()	()	()	()	
GRILL	()	()	()	()	

RENTER HAS 7 DAYS FROM POST INSPECTION TO CHALLENGE FINDINGS BY A WRITTEN STATEMENT, OR CHARGES WILL BE DEEMED ACCURATE AND ACCEPTED BY RENTER. DECISIONS BY PINE LAKES BOARD OF DIRECTORS SHALL BE FINAL.

No pets or other animals are allowed in the Clubhouse.
The Clubhouse has been designated as a NO SMOKING AREA.
All parking restrictions are to be observed. NO parking on the fire hydrant side of the street.
The association is not responsible for any items left at the Clubhouse.

 Date Homeowners Signature _____

Rental Fee Paid/ Date _____ Check No. _____

Security Deposit Paid/Date _____ Check No. _____

Refund Authorization: _____ Acceptable _____ Unacceptable (See Above)

Date /Time _____ Trustee _____