



Dear The Townes at Edwards Mill Resident:

There have been instances when the clubhouse has not been left in A-1 conditions. When even minor tasks are overlooked, extra work is required by the next users. Therefore, this checklist has been created and is provided to each homeowner at the time they reserve the clubhouse. After your function, please complete the below check list. Sign this form and return it and the keys to the Association Representative. Once the clubhouse is inspected and barring any charges, your deposit check will then be returned.

BEFORE YOU LEAVE:

- Return thermostat to original setting and **set on AUTO:**
65° on heat in winter 80° on cool in summer
- Sweep floors. If food and drink are served, floors must be mopped
- Vacuum rug; wipe counters, table tops and appliances
- Return furniture to original placement
- Remove all garbage to the dumpster across from the clubhouse. Do not leave leftovers in refrigerator.
- Close blinds; lock windows and doors
- Turn off all lights
- Lock the front door
- Clubhouse keys returned

Report any damage to the Association Representative.

Owner/Resident Signature

Date

Association Representative Verification

Date