Covington Point Homeowners Association, Inc.

500 Covington Point Drive ~ Covington, LA 70433

Exhibit C
Clubhouse Post Rental Checklist

	ALL items must be adhered to, or renter will lose deposit					Post Rental
1	Pick up all food, litter, trash inside and in bathrooms					
2	All trash MUST be placed in large cans on the side of the clubhouse behind wooden gate.					
3	All trash cans must have new trash bags. This includes the bathroom. Please leave an extra roll of toilet paper on each toilet tank lid. (Bags are located in the kitchen broom closet.)					
4	Tables and chairs cleaned and stacked against the east wall					
	Number of Tables	9 total, 4 round, 3 8', 1 6' and 1 5' banquet	Number of chairs	56 total, 32 white, 24 metal		
5	**Oven and Microwaves Clean, inside and out.**					
6	**Refrigerator Clean and empty**					
7	**Clear garbage disposal of all debris. Clean and wipe down sink and counter tops**					
8	All signs, balloons, and decorations must be removed from both inside and outside the clubhouse.					
9	**The use of any tape, thumb tacks, or sticky putty will result in the loss of your rental deposit. Use command type hooks ONLY**.					
10	**If signs were posted at either entrance to subdivision, PLEASE remove them.** ***DO NOT*** **attach anything to "Covington Point" signs at front and rear entrances.**					
11	Sweep floors, dust mop and broom in kitchen locker					
12	Mop floors (mop bucket in hall closet), empty/rinse bucket, rinse mop, lock closet, return key to broom closet					
13	Vacuum rugs					
14	Air conditioner must be on **AUTO** and set to **83 degrees** in summer/Heater set to **65 degrees** in winter as you leave clubhouse after rental/use. **Open blinds on back windows.**					
15	Lock all doors to clubhouse area before leaving, **Do Not lock top dead bolt on front door** (do not lock outside access to bathrooms)					
16	Rental Card Key **MUST** be returned to the Property Managers office in the prescribed time frame or your account will be charged a $50 fee for the card key replacemenet.					
17	**NEVER lock or block the hall bathroom door to the outside.**					

After your rental, a CPHA representative will make an inspection. If all rules have been followed, your deposit check will be returned/shredded within 10 business days.

_____ _____ _____ _____
(Pre Event Signature of Homeowner)   Date   (Post Event Signature of CPHA Representative)   Date