

Covington Point Homeowners Association, Inc.

500 Covington Point Drive ~ Covington, LA 70433

Clubhouse Post Rental Checklist

Kitchen

- Oven and Microwaves clean inside and out _____
- Refrigerator Clean and Empty _____
- Countertops, sink and garbage disposal clean _____

Bathrooms

- All debris, trash, etc. removed _____
- Clean trash bags in cans _____
- Extra roll of toilet paper on top of toilet tanks (in hall closet) _____

Clubhouse

- Sweep Floors (dust mop and broom in the kitchen locker) _____
- Mops floors (mop bucket in bathroom hall closet) _____
- Tables and Chairs cleaned and stacked against east (fireplace) wall _____
 - Tables – (4) round, (3) 8 ft., (1) 6 ft, (1) 5 ft.
 - Chairs – 32 white
- All signs, balloons, and decorations removed (inside & out) _____
- Remove all trash and put fresh trash bag in can _____
- Vacuum rugs (including bathroom hallway) _____
- No food, litter, or trash left anywhere (inside & out) _____
- Set thermostats to AUTO and the following temps: _____
 - SUMMER: COOL @ 82 degrees
 - WINTER: HEAT @ 65 degrees

(see reverse side to continue)

- Blinds OPEN on back windows _____

General

- Remove any signage posted at the entrances or throughout the neighborhood directing guests to your function _____
- Lock all 3 doors exiting the main room of the clubhouse _____
 - DO NOT LOCK DEADBOLT ON FRONT DOOR
 - DO NOT LOCK EXTERIOR DOOR FROM BATHROOMS TO THE POOL
- Leave rental card key on the kitchen counter _____
 - \$50 charge for lost key
- ALL trash placed in the outdoor trash cans on the side of the Building (behind the wooden gate) _____

Rules

- * Use of tape, thumb tacks, or any other materials to hang decor that causes damage to surfaces will result in the loss of your deposit.
- * Failure to complete the above checklist will result in the loss of your deposit.
- * 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.
- * Sign below to acknowledge the above checklist and rules and agree to follow them.

(Signature of Renter)

(Date)

(Post Event Signature of CPHA Rep).
