

Los Racimos Condominiums Clubhouse Checklist

Name: _____ Unit #: _____

Please initial each item after it has been completed and **return his completed form to:**

****NOTE: No cleaning products are provided, please bring your own****

- 1 _____ Vacuum carpet and clean all surfaces including mopping floors (check for stains).
- 2 _____ Clean kitchen (clean dishes/utensils & wipe counters).
- 3 _____ Clean oven and range (if used) and make sure they are turned off.
- 4 _____ **Remove food and beverage items you brought from the refrigerator and wash out spills, etc..**
- 5 _____ Clean bathrooms (wipe down sinks, toilets, & mirrors).
- 6 _____ Sweep/mop bathroom floors.
- 7 _____ Remove trash from the premises and replace liners in receptacles.
- 8 _____ Check pool area for any garbage or "party debris."
- 9 _____ Turn off TV.
- 10 _____ Turn off heat or air conditioning.
- 11 _____ Turn off all lights and fans.
- 12 _____ Lock-up procedures:
 - a) Lock all exterior doors & windows.
- 13 _____ Report any incidents, broken items or malfunctioning appliances or equipment to Vision Community Management, 480.759-4945.
- 14 _____ Activities must be completed by 11 :00 PM the day of the rental.

Initials
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Signature (Owner/Resident)

Date

HOA Rep. Signature

Date

YES _____ NO _____
Return Deposit?