

OAKTON PRESERVE RESIDENTIAL POA, INC.

CLUBHOUSE/POOL POST – EVENT EVALUATION

I have reviewed the completed post-rental checklist during my walk through of the clubhouse/pool and have completed the required evaluation for the rental of ____/____/____ by _____

I have noted the following items were damaged:

I have notified _____ that the above items were missing or damaged on ____/____/____.

Further Comments:

_____ I noted no damages or missing items and recommend that the renter's deposit be returned.

Signature of Association's Agent

Date

Return to:

Oakton Preserve POA, Inc.
C/o Century Management Consultants, Inc.
2950 Jog Road
Greenacres, FL 33467

OAKTON PRESERVE RESIDENTIAL POA, INC.

CLUBHOUSE/POOL POST-RENTAL CHECKLIST

- _____ Tables are clean of all debris or food and in good pre-event condition.
- _____ Chairs are clean of all debris or food and in good pre-event condition.
- _____ Kitchen area is clean of all debris or food. Countertops are clean.
- _____ Refrigerator is clean and in pre-event condition. No food items have been left inside refrigerator.
- _____ Floor is free of all food or debris and broom clean. Carpeted areas have all been vacuumed.
- _____ Bathrooms are clean and in pre-event condition.
- _____ Bathrooms have toilet paper, paper towels and hand soap and have been replaced where necessary.
- _____ All Trash cans have been emptied and trash bags have been replaced. All emptied trash has been placed in proper receptacles in the garage area of the clubhouse.
- _____ (If applicable) The pool area is clean and free of all debris including but not limited to pool deck, pool water, cooking area and all furniture.
- _____ All exterior doors have been closed and locked upon leaving. This includes the front and rear doors as well as the side exterior rest room doors.
- _____ All windows have been closed and locked prior to leaving the building.
- _____ All lights have been turned off.
- _____ Air conditioning has been set to 76° prior to leaving the Clubhouse.
- _____ Any damages are being reported below (if none, state so as well)

Damages: _____

I have also noted that the following items were missing: _____

I certify that all of the above requirements have been addressed and the Clubhouse is ready for Post-rental evaluation. The Board of Directors, or designated agent, has been notified. I also understand that if any of the conditions are not followed, I may be charged for any damages or replacement of necessary items in the Community Clubhouse, and forfeit my pre-event deposit.

Print Name

Signature

Date