

**PLEASE GO OVER ALL THE BELOW REQUIREMENTS TO MAKE SURE
YOU ARE NOT CHARGED**

REQUIRED CLEAN-UP AND END OF RENTAL PROCEDURES

- **\$150 fee and possible loss of future rental privilege if cleaning is not completed. Additional cleaning fees may be assessed if the facilities require extensive cleaning efforts.**
- Clean up must be completed during the scheduled rental time.
- Cleaning products are under the sink. The mop & bucket are in the storage closet located beside the main bathroom. If needed, plunger & toilet brush are also in the closet.
- Wipe down sink, countertops, and tables if there are any food crumbs – do NOT use bleach or ammonia-based products. 409 (or similar) is supplied under the sink.
- Wipe down the stovetop, inside the oven and the microwave, if food is spilled.
- Sweep any food crumbs and damp mop the floor in the kitchen, great room, and down the hall if any food/drink spills. (Broom/Swiffer are in the storage closet off the Great Room)
- Vacuum all carpeted areas and area rugs (the vacuum is in the storage closet located off the Great Room) if food is spilled.
- All furniture and decorations must be put back in their original place and configuration. Furniture slides are available in white buffet.
- Remove ALL items from the refrigerator and freezer. Wipe down any food spills or crumbs.
- Make sure the TV remotes are put back in the box on stand and TV is turned off.
- Check the bathroom floors to be free of any toilet paper or paper towels.
- Make sure all toilets are flushed (and cleaned if needed).
- Take all the trash (**3 bins**) outside and place it in the cans located behind the clubhouse. Replace trash liners in all trash cans.
- Turn off all lights as well as fans (including ceiling fans, kitchen exhaust and bathrooms) upon leaving.
- **If the fireplace was used it must be turned off before leaving.**
- **Check to be sure ALL windows and exterior doors are locked (\$50 fee for each door or window left unsecured).**
- **Close and lock the 2 hallway doors (between the office and the bathrooms) and the door off the front porch (\$50 fee if left unsecured).**
- **Securing the doors and windows when leaving is the responsibility of the renter. Any damage that occurs due to unauthorized entry through doors or windows that are left unlocked is the responsibility of the renter.**
- **If a Fob was assigned, please leave it in the drop box outside the front door. (\$250 fee if key fob not returned)**

If you see damage BEFORE your event, please immediately take a photo and email to: manager@milestonecommunity.com so that we have a time stamp that the damage did not occur during your event and you are not charged.

Thank you for keeping MILESTONE clubhouse looking great!