

**MIAMI BLUFFS
CLUBHOUSE CLEANING AND USAGE CHECKLIST**

	ACCEPTABLE	NOTE EXCEPTION	MINIMUM CHARGE WHEN UNACCEPTABLE
KITCHEN			
Clean and empty refrigerator and freezer. Clean counter tops, sinks, cabinets and microwave. Sweep and mop floor			\$25.00
BATHROOMS			
Clean toilets, wash basin and mirrors. Sweep and mop floors, including hallway.			\$25.00
GENERAL CLEANING			
Clean Spills from tables, chairs and windows Wipe smudges from walls and windows Ensure furniture is in original location			\$25.00
VACUUM			
Vacuum carpet. Make certain areas under furniture are vacuumed. Vacuum upholstered furniture. Clean under cushions as well			\$25.00
GARBAGE REMOVAL			
Empty and Clean all trash cans. Remove all trash from clubhouse and grounds. DO NOT PLACE TRASH IN RUMPKE CANS TRASH MUST BE TAKEN WITH YOU			\$50.00
FOOD			
Remove all food brought (including ice from refrigerator and cabinets.			\$10.00
CLUBHOUSE EXTERIOR			
Clean patio and entryway.			\$15.00
CLEAN CLUBHOUSE & RETURN KEYS			
Keys must be returned by 9:00am the following day with clubhouse cleaning checklist			\$25.00 per day
Lost Key			\$75.00
CLOSE CLUBHOUSE BY MIDNIGHT			
Cleaning must be completed by 1:00AM			\$50.00
SWIMMING POOL			
Not included in any reservation Clubhouse guests are not entitled to pool usage beyond normal association bylaws			
LIGHTS & UTILITIES			
Turn off all interior and exterior lighting			\$15.00
Turn off fireplace			\$15.00
ADDITIONAL CHARGES			
To be determined for extensive damage			TBD

*Renter must provide cleaning supplies and mop. PLEASE DO NOT USE AMONIA OR BLEACH TILE OR WOOD

*Renter will lose his/her clubhouse priviledges if extensive damage is done to the clubhouse property

Renters Signature

Date of Rental

Renters Signature

Date of Rental

Clubhouse Coordinators Signature

Date of Checkout

All preexisting issues or discrepancies must be documented by a HOA board member of Towne Properties prior to the rental
commencing