



SHORELINE OAKS
Inclusive Waterfront Community

2150 Sky Crest
Corpus Christi, TX 78418
shorelineoakshoa@yahoo.com

During your rental if you have problems, you may text the HOA via log-in to Buildium or regular SMS text. Prior to your rental, you will need to enable text in Buildium and "OPT-IN" on your Smartphone: Open Resident Center App; Sign In; Settings; Notifications; Text Messages—Opt In, Agree, Send Text; Add the phone number to your Contacts List; It does not change for you. Each person has a different number assigned by Buildium. CONTACT US: (____) ____ - ____
https://shorelineoakshoa.managebuilding.com/Resident/public/home

Clubhouse Rental Cleaning Check List

Name _____
Rental Date _____
Start/End Times _____ -- _____

Pre-Rental Clean-Up	Renter's Initials	<p>A volunteer has completed Pre-Rental Clean-Up prior to your event today. To have your Deposit returned after your rental, you will need to complete each task listed below and return the clubhouse to the same clean state. To prevent disputes on Clean-Up status, pictures were taken of the clubhouse after Pre-Rental Clean-Up was performed. If you find an irregularity upon entering the clubhouse, please take a picture and send to the HOA prior to your rental to not receive a penalty for return on the deposit. For questions, please email or text the HOA or send a Task or Request in Buildium.</p>
		Turn off all appliances including the oven, faucets in the kitchen, indoor and outdoor restrooms.
		Dispose of and remove perishable food, do not leave anything in the refrigerator or clubhouse.
		Clean the clubhouse entirely:
		Clean tables and chairs before storage. There are 5 tables, 20 tan chairs, 10 white chairs, and 2 odd chairs. Verify Count: 5 ___ 20 ___ 10 ___ 2 ___ Pre-Rental Verify Count: 5 ___ 20 ___ 10 ___ 2 ___
		Drain the cooler, if used, and leave the lid opened to dry.
		Clean both restrooms. Wipe down commonly touched areas including door knobs, light switches, sink handles, toilet handles, and soap dispenser push handle. There are Disinfectant Wipes in the kitchen for this.
		Clean the kitchen. Wipe down kitchen commonly touched areas including counter tops, cabinet handles, light switches, sink handles, and soap dispenser push handle. Pre-Rental Verify ___ Disinfectant Wipes present
		Clean the Refrigerator, Oven and Range, if used. Do not leave anything in refrigerator or freezer (NOT EVEN AN UNOPENED BAG OF ICE--Remove Everything.)
		Clean the kitchen sink. DO NOT PUT FOOD IN THE SINK DRAIN—IT DOES NOT HAVE A DISPOSAL. ALL FOOD MUST GO IN THE TRASH. Wash and rinse away any soil or drink residue.
		Sweep and mop all clubhouse floors. Brooms are in the upright cabinet. If extensive soiling use the mop and bucket. The faucet is outside near the front sidewalk. Please, pour the mop water outside, not in any sink or toilet. For light soil, after sweeping, there is a Swiffer Mop with Wet Mop Pads. Pre-Rental Verify Count: ___ Wet Mop Pads
		Pick up and dispose of trash created during your event. This includes inside and outside the clubhouse, the pool area, and the parking area. Remember to empty the indoor and outdoor restroom garbage. ***All trash must be hauled off and removed from HOA Clubhouse premises.
		Remove all personal items brought in for your event including decorations, balloons, tape, crepe paper, streamers, etc. Check outside pool area and clubhouse for personal items left behind.
		Verify Smoke Detectors, Exit Lights/Plug Covers, and Electronics Box are intact/plugged without tamper.
		Verify Fire Extinguisher is PRESENT on Wall Mount, paper inspection tag present and without tamper.
		Turn OFF all lights, ceiling fans, and kitchen stove exhaust fan. Restroom fans are sensor, don't tamper.
		Lock all DEADBOLTS. To lock the deadbolts: turn the doorknob to open the door slightly. Once the deadbolt is locked, close the door again until the doorknob catches to seal against draft; or gently lift the door.
		Return the clubhouse key to the HOA mail drop box along with your checklist. Make sure to push all the way inside the drop box until they fall, or return key to key-box and leave checklist on the bar.
		Please report any broken items or other problems to the HOA when returning the keys.
		Text the HOA to let them know when you are finished with the clubhouse. We will check the clubhouse and return your deposit if everything has been cleaned and there is no damage. HOA Text in Buildium is preferred.
		Staff: <i>TURN OFF A/C after walkthrough.</i> Yes___ Status of Walkthrough: Clean___ Dirty___ Pictures Yes___ No___ Notes: _____
		Return Deposit: Yes ___ No ___ Message or Email Renter ___ Message or Email Property Management ___ Renter's Preferred Deposit Return Method on the Clubhouse Rental Agreement: ___ Performed ___ Notified via ___ Post Rental Walkthrough Initials: ___ Print Name: _____ Date: ___/___/___ Time: ___:___