

Pre-inspection form

Name: _____ Address: _____

The following Pre-inspection is to be completed before the rental by the party renting the clubhouse and a representative of the association appointed by the Board for this purpose.

I/we have inspected and found the clubhouse and furniture contained in and around it to be in the following condition.

Please use the following codes while inspecting each item listed. Describe any damage found in the space provided for each item.,

CONDITION CODES:

"G"	GOOD CONDITION	NO DAMAGE
"F"	FAIR CONDITION	MINOR STAINS, SCRATCHES, DIRT
"P"	POOR CONDITION	DAMAGED, BROKEN, CUTS/TEARS ETC.

CONDITION CHART CHECK-LIST

ITEM	CONDITION CODE	DESCRIPTION
WINDOWS		
DOOR		
WALLS/RAILINGS		
KITCHEN (ALL FIXTURES, CABINETS AND APPLIANCES)		
BATHROOM (FIXTURES, MIRRORS, TOILETS, BATHROOM FLOORS)		
FURNITURE		
TRASH (ALL TRASH MUST BE REMOVED FROM THE CLUBHOUSE AREA AND CANNOT BE PLACED IN THE TRASH CONTAINER AT CLUBHOUSE)		

I/we hereby agree that the conditions described above existed at the time of our pre-rental inspection of the clubhouse.

Owner/Tenant

Date

Association Representative

Date

Post Inspection

Name: _____ Address: _____

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