

# BEFORE YOU LEAVE:

Complete this checklist and leave it in the wall file labeled Rentals. Located by the office door

- \_\_\_\_\_ Floors, counters, tables, chairs, etc are clean and put away
- \_\_\_\_\_ All food items are removed. (The Town is NOT responsible for any items left at the Hall.)
- \_\_\_\_\_ Put full trash bags and those with food in them in the dumpster.
- \_\_\_\_\_ Thermostats set at 55(there are 4)
- \_\_\_\_\_ All windows are closed
- \_\_\_\_\_ All water is off
- \_\_\_\_\_ All doors are locked
- \_\_\_\_\_ All lights off

THANK YOU

Renter Signature \_\_\_\_\_ date \_\_\_\_\_

Office use only

\_\_\_\_\_ security deposit returned      \_\_\_\_\_ security deposit not returned  
Reason:

Condition of space after:

Property Manager signature \_\_\_\_\_ date \_\_\_\_\_