

CWC Rental Tenant: _____

Upon departure please make sure everything below is complete, leave key in the Microwave!

Kitchen

- Empty Oven
- Empty Refrigerator
- Wipe down all surfaces
- Kitchen Back Door locked and bolted
- Stove off
- Trash out
- Lights off

Woman's Bathroom

- Empty Trash
- Turn off Lights

Stage

- Lights off
- Piano covered
- Furniture set in place

Hall outside of Bathroom and Hall next to Stage

- Lights off

Stage Hall right side of Stage

- Lights off
- Door locked & bolted

Dining room

- Lights off
- Outdoor lights off
- South side door locked and bolted
- Dining Room patio Door locked & bolted
- Furniture back in place
- Check Windows and Patio

Main Room

- Check all windows
- Folding Chairs returned to under the stage.
- All doors closed tight and locked.
- Patio Lights off

- ALL Floors are to be picked up and clean.

Bathroom at entrance

- Empty Trash
- Turn off Lights

Front Entry

- Main Room Lights off - make sure you push them down till they click
- Sconce Lights Off
- Desk Light Off
- Entry Lights Off
- Lock and check each Door

- Clean, Closed and out by 11PM

- Kitchen and Restrooms left clean.

No glue, tacks or tape.

No glitter or confetti.

Exterior Lights on Front of Building and on 9th Street are Automatic and will remain on till 11PM.

If the building is left clean and free of damage the Security Deposit will be returned within 30 days.

Contact Rental Chair: Nancy Twomey cell (650)740-3477
or Tina DeMaria 831.594.5506

Key No. _____

Thank you, CWC, P.O. Box 2674, Carmel, CA 93921