# SILVERLAKES CLUBHOUSE RENTAL CHECKLIST

Revised 10/03/25, 07/22/2026

Your security deposit refund is contingent upon

1. The successful completion of this checklist
2. The submission of photos verification to the CEC at (941) 548-1806
3. The satisfactory completion of the final inspection

Please make sure the following items have been completed before leaving the Clubhouse:

- ◊ Empty and clean the refrigerator of all contents belonging to your event.
- ◊ Remove all event decorations, inside and outside.
- ◊ Wipe down all tables, serving areas, kitchen counters, and microwave.
- ◊ Remove all trash from the Clubhouse and place it in the receptacles under the pool area awning.
- ◊ Sweep and wet mop, checking for spills and shoe marks. Supplies are in the kitchen area.
- ◊ Inspect chairs; vacuum and wipe or use lint roller to remove hair, crumbs, and finger/handprints. The Hand Vac is plugged by the fridge.
- ◊ Rearrange chairs and tables according to the original configuration.
- ◊ Turn off all overhead fans.
- ◊ Turn off all lights.
- ◊ Lock all doors.

*Thank you. — Silverlakes at Gateway HOA*

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*To be completed by Inspector*

*Resident –*
*Date of Rental –*
*Inspector –*
*Notes: -*