



Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time In: \_\_\_\_\_

# DEL SUR RANCH HOUSE RENTAL INSPECTION CHECKLIST

PLEASE BE SURE TO COMPLY WITH ALL THE ITEMS OUTLINED IN THE SIGNED CONTRACT

## • SETTING UP

- Only use outlets designated for Events (located in the exterior closets on both sides of Ranch House), not doing so will cause the circuit breakers to trip and may cause electrical damage.
- Do not climb on trees to hang decorations, **all decorations must be freestanding**, and not tied to any structure at the Ranch House.
- All interior and exterior furniture must be put back where it was moved from. **Any furniture out of place after your event will be taken out of your deposit.**
- Please be sure to note any damages prior to your event. **Any damaged furniture that is noted at the end of the event will be taken out of your deposit.**
- Outside setup cannot start before 12pm, inside setup cannot start before 4pm (items may not be dropped off and stored at the Ranch House prior to the times noted unless otherwise agreed upon in writing).

## • DURING EVENT

- Absolutely **NO CANDLES, FIREWORKS or SPARKLERS.**
- Open flames are prohibited on anywhere on the property. This includes the following items:
  - interior & exterior fireplaces, and the stove top in the kitchen.
- All guests and people in charge of event must follow the directions of the Security Guard, anyone not following the rules may lose their full deposit.
- All music **MUST** be off at 10pm, per City code, if we find that you have not followed this rule, you may lose your deposit.

## • AFTER EVENT

- Please **remove all trash** and take to the dumpster behind the Ranch House storage shed.
- **Return ALL event trash cans to the closet.**
- Return all the furniture to its original place noted during your contract signing.
- Make sure that all doors and windows are locked.
- Everyone must be out by 11pm, no exceptions.

- **DAMAGES** - Any damages caused/noted during/after your event, will result in forfeiture of your deposit.

**PLEASE NOTE:** Failure to comply with any of these rules can result loss of your deposit.



Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time In: \_\_\_\_\_

# DEL SUR RANCH HOUSE RENTAL INSPECTION CHECKLIST

## PRE-INSPECTION

PRE-EVENT CHECKLIST	YES	NO	NOTES
Furniture in good condition			
Will interior furniture be moved?			
Interior outlets in good condition			
Audio system in working condition			
Windows in good condition			
Screens intact			
Rugs in good condition and stain-free			
Door handles, latches, & locks in working condition			
Toilets and sinks are in working condition.			
Exterior furniture in good condition			
Will exterior furniture be moved?			
Exterior outlets in good condition			
Grass in good condition			
4 33gal. Trash cans in the closet			

COMMENTS/ DAMAGE NOTED:

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_____ Responsible Homeowner/Organizer Printed Name	_____ Responsible Homeowner/Organizer Signature/ Date
_____ Security Officer/ Management Printed Name	_____ Security Officer/ Management Signature/ Date



# DEL SUR RANCH HOUSE RENTAL INSPECTION CHECKLIST

## POST-INSPECTION

POST-EVENT CHECKLIST	YES	NO	N/A	NOTES
				<b>(SECURITY: Please take photos for the post inspection report)</b>
Furniture in good condition and stain-free				
<b>Interior furniture returned to original location</b>				
Interior outlets in good condition				
TV turned off				
<b>Windows CLOSED &amp; LOCKED</b>				
Screens intact				
Rugs in good condition and stain-free				
Door handles, latches, & locks in working condition				
Toilets and sinks are in working condition. <i>Make sure the water is not running.</i>				
Exterior furniture in good condition and stain-free				
<b>**Exterior furniture returned to original location</b>				
Exterior outlets in good condition				
Grass in good condition				
<b>ALL trash removed</b> and taken to the dumpster. <b>ALL 4 33GAL. TRASH CANS RETURNED TO THE CLOSET</b>				
<b>ALL DOORS AND WINDOWS LATCHED/ LOCKED</b>				
<b>ALARM SET</b> <i>(SLIDE INSPECTION UNDER THE OFFICE DOUBLE DOORS AND ENTER CODE)</i>				

Responsible Homeowner Printed Name	Responsible Homeowner Signature/ Date
Security Officer Printed Name	Security Officer Signature/ Date





Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Music off by: \_\_\_\_\_

# DEL SUR RANCH HOUSE RENTAL INSPECTION CHECKLIST

## Event Decibel Readings

(NOT TO EXCEED 60dB)

Date	Time	dB Reading	Security Initials

\_\_\_\_\_  
Security Officer Printed Name

\_\_\_\_\_  
Security Officer Signature