

**City of Hoschton Depot
CHECKLIST FOR RENTERS**

Return the completed checklist with the Depot keys to City Hall or the Drop Box located outside City Hall.

Check each item completed.

	Remove all approved decorations.
	Remove food, personal belongings, and rental equipment.
	Clean any spills from floors. Mop and bucket provided.
	Tables and chairs wiped clean and put up .
	Remove all trash and debris from the building and grounds. Place garbage in cans next to the fence.
	Remove bagged garbage from trash receptacles. Place bags in containers outside the building.
	Kitchen- refrigerator, microwave oven, counters, and cabinets wiped clean.
	Turn off fans and lights.
	Lock all doors.
	Return keys and checklist.

Comments, complaints, or suggestions:

The items checked above have been completed.

Renter's
signature _____

Date _____