



CITY OF ST. JOHNS, CLINTON COUNTY, MICHIGAN

DEPOT CHECKLIST

Renter

1. Floors are to be cleaned with a broom (PLACE IN TRASH CONTAINERS) and place trash in the bins outside of the front door.
2. Bathrooms to be clean (PLACE TRASH IN CONTAINERS).
3. Replace used trash bags with new ones found under the kitchen sink. Place used trash bags in the trash bins outside of the front door.
4. Kitchen area to be clean (NO ITEMS LEFT IN REFRIGERATOR). Please make sure the water faucet is turned off.
5. Tables and chairs to be put away in the storage room.
6. Lights are to be turned off.
7. Nothing in any manner attached to the walls.
8. Parking only in street or depot parking lot (not in the grass or brick area).

Please use this checklist before leaving when renting the Depot Building. It will allow us to process deposits and returns in a timelier manner. Violation of the check list may result in forfeiture of the deposit.