**Borough of Wyomissing**

**Rental Inspection Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Cleanliness** | **Circle One** | |
| All rental generated refuse was bagged | Yes | No |
| Floors were swept | Yes | No |
| Counters and table tops were wiped clean | Yes | No |
| Lavatories were free from debris and trash | Yes | No |
| Toilets were flushed | Yes | No |
| No food was left on premises | Yes | No |
|  | | |
| **Security** |  | |
| Doors were locked | Yes | No |
| Tables and chairs were folded and stored  (if applicable) | Yes | No |
| Lights were turned off (if applicable) | Yes | No |
|  | | |
| **Behavior** |  |  |
| Evidence of alcoholic beverages on premises  (in trash or otherwise) | Yes | No |
| Evidence of damage to rental facility | Yes | No |
| Failure to vacate premises by appointed hour  *(Stone House - 10pm, Pavilions - 8pm)* | Yes | No |
| Evidence of rental party absent from gathering | Yes | No |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Borough Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_