

THE OLD KELLOGG HOUSE (TOKH)

RENTAL FEE CALCULATOR & CHECK-OUT CLEANING LIST

Name(s) of Renting Person(s)	
Kellogg Family Connection	
Date(s) of House Rental	____ / ____ / ____ to ____ / ____ / ____

NOTE: Rental rates apply regardless of TOKH involvement level or work done during stay.

Renter Status (5 yrs. & under are free)	No.		# Nights Stayed		Fee I Night (\$)		Total Fee
TOKH Members (w / Dues Paid)		x		x	\$15	=	
Family Member (Non-TOKH) Guests of Member(s)		x		x	\$25	=	
						Grand Total	

Rental fees are to be paid within two weeks of check-out — Send payment + this completed sheet to: TOKH ||
 PO Box 383 || Dimondale, MI 48821-0383 — (Make checks payable to TOKH) or via PayPal electronic
 payment to John Bradford at (jbradford@wowway.com)

CLEANING CHECKLIST - Check off items once you have verified or completed them Any item not completed should be noted and marked as accepted on the back of this form (Please provide details or comments on the back of this form).	Previous Renters	Current Renters
All dishes, utensils, pots & pans, supplies are cleaned and stored.	☐ Y ☐ N	☐ Done
Tables and countertops are cleared, cleaned, and uncluttered.	☐ Y ☐ N	☐ Done
Refrigerator and stove are wiped clean and cleared, and no food has been left.	☐ Y ☐ N	☐ Done
Dining room rug vacuumed	☐ Y ☐ N	☐ Done
Floors in kitchen & dining room areas are swept and, the kitchen and area around the wood stove damp mopped.	☐ Y ☐ N	☐ Done
Bathroom sinks and countertops are clean & dry.	☐ Y ☐ N	☐ Done
Toilets are clean.	☐ Y ☐ N	☐ Done
Bathroom floors are swept clean, and damp mopped.	☐ Y ☐ N	☐ Done
Shower is clean and shower floor damp mopped.	☐ Y ☐ N	☐ Done
Living room rug + downstairs bedroom rug are vacuumed and tidy.	☐ Y ☐ N	☐ Done

Stairway and downstairs hall / entryway are clean and tidy.	☐ Y ☐ N	☐ Done
Upstairs hallway and bedrooms are swept, vacuumed up and tidy.	☐ Y ☐ N	☐ Done
All bedding supplies brought by renters are removed and taken with.	☐ Y ☐ N	☐ Done
Clean Grill and empty grease pan and shield. Cover grill.	☐ Y ☐ N	☐ Done
Porch is clean and tidy (either swept off or use leaf blower downstairs).	☐ Y ☐ N	☐ Done
Porch furniture is put back in place and straightened.	☐ Y ☐ N	☐ Done
Clean Grill and empty grease pan and shield. Cover grill.	☐ Y ☐ N	☐ Done
Scoop all animal droppings from the yard.	☐ Y ☐ N	☐ Done
Unplug all lamps, TV, fans, night lights, appliances (except stove and refrigerator)	☐ Y ☐ N	☐ Done
Do Not Turn Off/Unplug Internet Equipment.	☐ Y ☐ N	☐ Done
Make Sure Electric Baseboard Heaters are Turned Off.	☐ Y ☐ N	☐ Done

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Rev. 12/3/2023 wf

Notes / Comments:

NOTE: A fee may need to be assessed, and usage privileges reviewed in cases of noncompliance.

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Rev. 9/26 wf