

## 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 / Night (\$)	Total Fee
TOKH Members (w / Dues Paid)	X	X	\$12 =	
Family Member (Non-TOKH)	X	X	\$15 =	
Guests of Member(s)	X	X	\$20 =	
<b>Grand Total</b>				

Rental fees are to be paid within two weeks of check-out – Send payment + this completed sheet to:  
 Allyn Schwarzkopf || 1646 Ann St. || East Lansing, MI 48823 – (Make checks payable to TOKH) or  
 via PayPal electronic payment to John Bradford at ([jbradford@wowway.com](mailto:jbradford@wowway.com))

<b>CLEANING CHECKLIST</b> – Check off items once you have verified or completed them ( <i>Please provide details or comments at the bottom</i> )	Previous Renters	Current Renters
All dishes, utensils, pots & pans, supplies are cleaned and stored.	○ Y ○ N	<input type="checkbox"/> Done
Tables and countertops are cleared, cleaned, and uncluttered.	○ Y ○ N	<input type="checkbox"/> Done
Refrigerator and stove are wiped clean and cleared (no food left).	○ Y ○ N	<input type="checkbox"/> Done
Any used-up kitchen or dining supplies have been replenished.	○ Y ○ N	<input type="checkbox"/> Done
Floors in kitchen & dining room areas are swept and damp mopped.	○ Y ○ N	<input type="checkbox"/> Done
Bathroom sink and countertop is clean & dry (Upstairs).	○ Y ○ N	<input type="checkbox"/> Done
Toilet is clean & Toilet Paper replenished (Upstairs).	○ Y ○ N	<input type="checkbox"/> Done
Bathroom floor is swept clean, and damp mopped (Upstairs).	○ Y ○ N	<input type="checkbox"/> Done
Bathroom sinks and countertop is clean & dry (Downstairs).	○ Y ○ N	<input type="checkbox"/> Done
Toilet is clean & Toilet Paper replenished (Downstairs).	○ Y ○ N	<input type="checkbox"/> Done
Bathroom floor is swept clean, and damp mopped (Downstairs).	○ Y ○ N	<input type="checkbox"/> Done
Shower is clean and shower floor damp mopped.	○ Y ○ N	<input type="checkbox"/> Done
Any used-up bathroom supplies have been replenished (Up & Down).	○ Y ○ N	<input type="checkbox"/> Done
Living room rug + downstairs bedroom rug are vacuumed and tidy.	○ Y ○ N	<input type="checkbox"/> Done
Stairway and downstairs hall / entryway are clean and tidy.	○ Y ○ N	<input type="checkbox"/> Done
Upstairs hallway and bedrooms are swept, vacuumed up and tidy.	○ Y ○ N	<input type="checkbox"/> Done
All bedding supplies brought by renters are removed and taken with.	○ Y ○ N	<input type="checkbox"/> Done
Porch is clean and tidy (either swept off or use leaf blower downstairs).	○ Y ○ N	<input type="checkbox"/> Done
Porch furniture is put back in place and straightened.	○ Y ○ N	<input type="checkbox"/> Done
Firewood consumed in the fireplace or fire pit has been replenished.	○ Y ○ N	<input type="checkbox"/> Done
<b>Notes / Comments (write on back if additional space is needed):</b>		

*Any items NOT completed by the previous renters should be either accepted or noted.*

**NOTE:** A fee may need to be assessed, and usage privileges reviewed in cases of non-compliance.