

## **Procedure for HOA Tool/Supply /Equipment Checkout (9/2021)**

- 1. Complete & submit the " Agreement to Borrow Equipment - Release of Liability Form"**
- 2. E-mail to ABC Management**
- 3. ABC will notify a Board Member or representative of the request**
- 4. Board member or representative will arrange for checkout**
- 5. Arrange return of items with person assisting with checkout**