

GUEST DEPARTURE CHECK LIST/PROCEDURES

Not Following This List Will Result in Extra Charges to the Guest at \$30 per Hour

To check out, please do the following:

If you plan to leave earlier than 10am on check-out day, please call our office during the week prior to departure to inform us so we can let our Property Turnover Specialists know.

- ✓ Please leave the home/cottage as you found it. Remember that the house/cottage most likely will be occupied again on the day of your departure.
- ✓ If you rented boats, please return them and the lifejackets to how you found them when you arrived at the property.
- ✓ Turn the heat down to 60 degrees and/or close all windows (*turn off air conditioning if your property has it*)
- ✓ **DO NOT** strip beds, however, please collect all non-bed linens (towels, etc.) and place them together in a conspicuous location for cleaning crews.
- ✓ Pack up and organize all trash and leave in garage, shed, back room or other place as you are directed at the property.
- ✓ Wash dirty dishes and/or load and start the dishwasher. Please be sure to clean out the microwave if it was used.
- ✓ Return all furniture that may have been moved during your stay to the way you found it. Also restore electronics to the condition found at the beginning of the rental.
- ✓ Check all drawers and closets to make sure you have all your belongings (*Sorry – logistically, we can't easily recover lost items left in properties*).
- ✓ Notify our office if there has been any damage to the property.
- ✓ Remember to let the cleaner(s) know if you appreciated the cleanliness of the property or not. Cleaning was included as part of the rental paid by the property owner, but our cleaning staff welcomes recognition for a job well done in the accompanying envelope with their name on it.
- ✓ Call 1-800-930-2561 Ext 5 and "Check-Out"
- ✓ Return keys to the location from where you got them when you arrived at the property.
- ✓ Have a safe trip home!
- ✓ Complete an online survey that we will e-mail you regarding your stay.

