

# **CHECK-OUT PROCEDURES:**

## **Check-Out time is 10:00 am**

**1. Please make sure all trash (including bathroom trash) is removed from the home and placed in the outside trash bins by the garage.**

**2. Please DO NOT REMOVE sheets and pillowcases from the beds.**

**We have had guests spill wine in bed or get makeup all over the pillowcases and can not be cleaned. Often with big groups, the “organizer” is charged for these instances, and may ask which room it was from. So, please leave all linens in place so we can tell you. If sheets/towels require replacement due to damage we will send photos, and there will be a charge to your damage deposit. Sheets are a \$50 replacement, Towels are \$20 each, Hand Towels/Washcloths are \$10 each. Please speak with your group regarding makeup removal at night.**

**3. Load the dishwasher with dirty dishes to keep bugs away, and hit “start” before departure. Dishwashing tabs are below the kitchen sink.**

**4. Check the two thermostats and make sure BOTH are “Off.”**

**5. Hot tub: Please make sure it's turned OFF, and the cover is closed. (Do not attempt to adjust the thermostat)**

**6. Please turn off all of the lights.**

**7. Make sure ALL the doors and windows are locked throughout the home.**

**8. Have a safe return home, and thank you for being our guests.**