

DEPARTURE / MOVE-OUT CHECKLIST

Checkout is NO LATER THAN 10:00 am

- ☐ Completely Empty the Refrigerator, Freezer & Cabinets of any food that you have brought into the home.
- ☐ Gather All Trash and Recyclables and Place them into the trash bins / dumpsters provided at the property. Please notify our team if you are in a coach home / single family home and the trash receptacles will need to be taken out after your departure.
- ☐ Clean the cooktop, microwave, freezer and refrigerator inside & out.
- ☐ Run a full & final dishwasher cycle (if there are any dirty dishes). Unload the dishwasher and leave the door slightly open to avoid moisture being trapped inside. Do Not leave dishes in the sink.
- ☐ Please turn off all ceiling fans and lights inside and out. Leave the Air Conditioner FAN IN THE AUTO POSITION. Set at 75 - 77 Degrees.
- ☐ Please strip the beds that have been used and leave all sheets & bedding next to the bed on the floor. Please put dirty towels on the bathroom floor. DO NOT START THE LAUNDRY.
- ☐ Double check that you have all of your personal belongings.
(Check all rooms, storage closets and the garage (if applicable))
Check the mailbox one last time.
(Please place any mail that you have gathered on the kitchen counter)
- ☐ Leave ALL of the keys and Garage door openers (if applicable) on the kitchen counter, in plain sight. Close and lock / secure all exterior doors and windows. The only exception would be the garage door leading into the home. Please Leave this door unlocked.

(Your door code will expire 2 hours after checkout)

**Failure to follow these Check-out policies will result in additional fees being charged to your guest account.*