

## **CHECK OUT SHEET**

To ensure the return of your entire deposit, make sure that the items on this list are completed & procedures followed:

### **Bathroom(s)**

1. Place all towels, face clothes, hand towels etc in the laundry room. It is helpful if you start a load of towels so they might be ready for the dryer when the cleaning crew arrives
2. Empty trash cans
3. Turn off lights

### **Bedroom**

1. Leave sheets on the beds
2. Remove all trash items & empty the trash can
3. Be sure to double check closets, drawers, and under the bed for personal items
4. Turn off lights

### **Kitchen**

1. Remove all food items. Wipe out any spills from refrigerator.
2. Leave stove top clean
3. Check oven – you don't have to clean it, but make sure any burned on food is scraped away
4. Wash and put away all dishes, including those in the dishwasher
5. Wipe off counter tops
6. Clean sink
7. Make sure coffee pot is clean and turned off
8. Empty trash can
9. Turn off lights

### **Common Rooms**

1. If you have moved furniture, return it to its original place
2. Check under furniture and in hall closet for personal items
3. If you used a pull out sofa or futon, remove the sheets and put them in the laundry room. Leave mattress pad on, but return pillows and blankets as found
4. Return games and all related pieces to their original location
5. Remove trash items from tabletops etc. and empty trash can
6. Turn heat down to 60 degrees OR turn air conditioning up to 80 degrees
7. Turn off the lights

### **FINAL CHECK LIST**

1. Remove all trash to outside container as specified
2. Check outside for towels, trash, & personal items; place used beach or hot tub towels in laundry room
3. Clean grill if used

Please leave a note if anything that was broken. While a small amount of breakage is unavoidable over time, it does help us to know when things are broken so that we can repair or replace them as quickly as possible. Please understand that we do have to charge for things like broken windows or furniture, destroyed linens, stained carpets, broken figurines or other major damage. If damage is greater than the deposit amount, we will contact you with repair costs and ask that you pay the repair bill with your credit card. If something major happens during your stay, please contact us at once so that we can get it taken care of with minimal inconvenience for you and for our next guests. We can be reached at:

**LYNDA** owner (616) 836-2719 ~~~ **MIKE** maintenance (269) 355-2839