

## **Check Out Sheet**

**To ensure the return of your entire security deposit, please be sure that the following are completed prior to departure:**

### **Bathroom(s)**

1. Place all towels, face cloths, hand towels etc. in the laundry room if available or in the bath tub. It is helpful if you start a load of towels so they might be ready for the dryer when the cleaning crew arrives.
2. Throw away bar soaps
3. Empty trash cans
4. Turn out lights

### **Bedrooms**

1. Leave sheets on beds.
2. Remove all trash items.
3. Empty trash cans.
4. Be sure to double check closets, drawers & under beds for personal items.
5. Turn out lights.

### **Kitchen**

1. Remove all of your food items. We appreciate the thought that someone else may be able to use the food, but we just have to throw it away. Wipe out any spills from refrigerator(s).
2. Leave stove top and burner drip pans clean.
3. Check oven - you don't have to clean it, but please make sure that any burned on food is scraped away
4. Wash and put away all dishes, including those in the dishwasher if applicable.
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. Check for personal items.
2. If you have brought furniture out from other rooms, please put it back where you found it.
3. Check under everything for personal items.
4. If you used a pull out sofa, remove the sheets and blankets and put them in the laundry room, if available or on the floor by the sofa.
5. Return games and all related pieces to their original location.
6. Empty trash cans and remove trash items from tabletops etc.
7. Turn out the lights.

### **Final Clean Up**

1. Put all trash in outside container as specified.
2. Check outside for towels, trash, and personal items.
3. Put all beach/hot tub towels in laundry room. Start a load of towels if possible.
4. Clean grill if used.
5. Replace any moved furniture.
6. Please leave a note of 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 toys in VCRs, 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.
7. For after hour emergencies, please call (800) 910-2272, and press 7 at any time during the recording.