

SAMPLE CHECKOUT LIST

We hope you have had a great time and will come back to visit us again soon. Before you leave there's just a few things to do.

A cleaning service is included in your rental rate; however, we would appreciate you leaving the house in a tidy state prior to departure as we only have a short time before our next guests arrive. Therefore, prior to your departure, please complete the following checklist.

Interior:

- Return all furniture, ornaments, books and games to original locations
- Make sure all kitchen appliances are switched off – i.e. stove top, oven etc
- Turn off all ceiling fans and lights in all rooms
- Strip all used beds and place used linens and towels in the laundry room
- Remove perishable food from fridge and freezer
- Load and start dishwasher
- Clear all kitchen countertops and leave sink empty
- Segregate all garbage as per the property guide & follow disposal instructions
- Ensure you have packed all your phone/iPad/Laptop etc chargers
- Set main thermostat to 50°F
- Close and lock all windows
- Leave keys on dining table and press lock button on front door as you leave

Exterior:

- Lower sun umbrella over the patio table
- Bring chair pads indoors and place by double walkout
- Return PFDs, emergency pack & paddles to original location
- Ensure gas to BBQ grill is set to OFF position
- Dispose of all cigarette butts, bottle tops and litter from around the property
- Clean and put away any other outdoor games, sports and fishing equipment
- Ensure all evidence of pet occupation is removed from around the property
- Hot Tub – Lower temperature to 85°F, centralize the jet diverter valve, close both air control valves (fully clockwise) and turn off waterfall feature. Close cover and secure all 4 clips
- Ensure fire-pit is “dead out”

Damage/Breakages:

(We do not have a problem with the odd breakage, but please let us know about it so we can replace/repair broken or damaged items before our next guests arrive)

Faulty Equipment or Appliances:

(Please advise us of any appliance or piece of equipment that is faulty)

Any items you would have liked to have been provided:

(We like to think we have thought of everything – if we haven't please let us know)