

# SEAFARER OWNERS' FAMILY AND GUESTS

## UNIT CHECK-OUT INSTRUCTIONS FOR UNITS TO BE CLEANED

Check-out time is 10:00 A.M.

Please let the office know if your planned departure is later than 10:00 A.M. in order to help us plan the housekeeping schedule.

For units that are also in the rental program, to be cleaned following guest/family/owner visits, late check-outs will not be approved by management during peak occupancy periods.

In order to properly prepare the units for incoming family & guests in a timely manner, we need your assistance. If any of the below cannot or are not completed it may result in additional charges.

Prior to check out please assist us by performing the following,

- Please start 2 laundry loads: 1 in washer and 1 in dryer (with sheets first). Please strip bed sheets that have been used and wash & dry one load; if multiple beds used please start another load of sheets leaving any additional on the floor. If only 1 set of sheets used, please start a load of towels.
- Please load and start dishwasher. Do not leave any dirty dishes.
- Please empty the refrigerator and freezer. (Rental Units only)
- Please take "all trash" to the dumpster.
- Please store any items that were taken to the beach.
- Please close all exterior doors and windows and lock.
- Please set thermostat to 78° in summer and 55° in winter.
- Please leave all ceiling fans on low.
- Please turn off all lights.
- Please let office know about any problems/issues with unit.

Upon completion notify office at 850-492-0822 or 850-748-5528.

Return keys and this checklist to the office upon departure.

Your cooperation is greatly appreciated!

Name: \_\_\_\_\_ Unit \_\_\_\_\_ Exit Date \_\_\_\_/\_\_\_\_/\_\_\_\_