

CHECKOUT SHEET

___ Place all bed linens (not comforters) in laundry room and wash as many as possible before leaving. Do not leave wet linens in the washing machine.

___ Make sure all towels are washed, dried and returned to storage

___ Make sure all dishes and cooking utensils are clean and put away.

___ Turn off all lights, ceiling fans and appliances

___ Make sure refrigerator and freezer are cleaned and wiped out.

___ Empty ashes from charcoal grill if used.

___ Sweep all tile floors

___ Tie down deck umbrella, fold and secure all chairs on the deck.

___ Bring in cloth chair cover on bamboo chair

___ Clean up all messes.

___ Clean up all trash in, outside and around the house.

___ Place all trash in green containers. Trash must be bagged or it will not be picked up. If you have to, stack the bags on top of the barrel to keep the critters from scattering it. **(THIS IS VERY IMPORTANT)**

___ Set cooling thermostat to 85 degrees in summer heating to 55 in the winter.

___ Turn off breaker in master bedroom closet to hot tub.

___ Leave house in condition it was when you arrived.

Failure to comply with checkout rules may result in full or partial forfeiture of security/ damage deposit. Within 15 days after your departure, we will refund the damage deposit, less any amount required to cover damages as set forth in our rental agreement.

If there are any problems we need to be made aware of please list below. For emergencies please call Mike (501) 516 5735 or Cheryl, (870) 672-2054 or (870) 672 7071 home

Sign and date.

