

Airbnb Checkout Instructions

This document outlines the steps guests should follow when checking out of our Airbnb to ensure a smooth and responsible departure. It includes turning off appliances, disposing of trash, checking for personal items, and preparing the property for cleaning.

Step 1: **Checkout Time**

Ensure to checkout by 11 a.m. to allow cleaning services to prepare the space for the next guests. If you need to make an adjustment to this, please contact us and we will figure something out!

Step 2: **Turn Off**

Turn off all lights and appliances before leaving to conserve energy and prevent potential hazards. Also set the thermostat to 65 degrees in the winter and 70 in the summer.

Step 3: **Trash Disposal**

Collect all trash and dispose of it in the bins located around back, just outside the back door.

Step 4: **Personal Items**

Do a thorough search for any personal valuables to make sure you don't leave anything behind.

Step 5: **Key Return**

Place the keys back into the lockbox where you initially retrieved them from upon arrival, and securely lock the box. If there are issues with the lockbox, please call us.

Step 6: **Dishwasher**

Place any dirty dishes into the dishwasher. There's no need to run it; the cleaning service will take care of this step.

Step 7: **Towel Collection**

Leave any used towels on the bathroom floor to indicate that they have been used and need cleaning. You can leave linens on the beds. (And no need to make your bed! We'll be washing all of the sheets anyway!)

Step 8: **Lockup**

Ensure you lock the property as you depart to maintain security. This includes locking any windows that you opened during your stay.

General Notes

Lockbox Details

Make sure the keys click firmly into place within the lockbox and scramble the combination for security.

Revisit Reminder

Remember that you are always welcome back and the hosts appreciate your visit and adherence to the checkout process.

