



House Checkout Instructions

ADDRESS

1234 King Street
Charleston SC, 29401

CONTACTS

EMERGENCY SERVICES

Enter Your Information Here

PROPERTY MANAGER

Enter Your Information Here

Dear Guests,
Thank you for choosing {{Property Name}}. We hope you enjoyed your stay and we look forward to hosting you again soon!

- Leave kitchen clean - wipe countertops, and wash and put away all dishes
- Empty the refrigerator and kitchen cabinets of all items you brought to the home.
- Leave used towels and sheets in the bathroom.
- All trash & recycling must be bagged and placed in the outside bins.
- Please leave furniture and TV arranged as you found them.
- Check under all beds, sofas, and in all drawers and closets for your belongings.
- Adjust the thermostat to 78 degrees F.
- Please do a final walk through to check that doors and windows are closed and locked.
- Please observe your check-out time.
Housekeeping is scheduled to arrive shortly after your departure.

Sincerely yours,
Jane & John Doe
Property Manager

