**SEAFARER OWNER/GUEST CHECKOUT CHECKLIST**

**for units to be cleaned**

PLEASE COMPLETE ALL ITEMS BELOW BEFORE CHECKING OUT

OF YOUR UNIT.

Owner required checkout time is 12:00 noon unless coordinated

in advance with the Seafarer Manager.

An owner staying in his/her rental unit must check out by 10:00 a.m.

during rental season.

We maintain our low cleaning fees and require these steps to ensure checkout and check-in time schedules for departing and incoming guests.

Your assistance and cooperation are required and greatly appreciated.

☐ Strip all beds that have been used.

☐ Start two laundry loads in the washer and dryer with towels first.

☐ Load and start the dishwasher. Do not leave any dirty dishes.

☐ Take all trash to the dumpster.

☐ Store any items that were taken to the beach.

☐ Close all exterior doors and lock all windows.

☐ Set thermostat to 78° summer/55° winter.

☐ Turn off all lights and fans.

Upon completion of the checklist, notify the manager and return keys, if necessary.

Guests should review the checklist with the manager.

Noncompliance with the Checkout Checklist will result in

additional charges being billed to the account.

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

**Thank you for your cooperation!**