



CHECK- PROCEDURES

CHECK-OUT IS AT 10 A.M. CST

- Check out time is no later than 10:00 A.M. Central Time.
- Please pick up litter, empty the refrigerator, and dispose of all trash (including kitchen, bathrooms and bedrooms) in the trash chute, or nearby the chute for oversized items.
- Place all dirty dishes and detergent in the dishwasher and start dishwasher **on 1-Hour Cycle**.
- Place all used towels in the washer and start washer (laundry detergent is provided)
- If the sleeper sofa has been used, please remove the linens before closing.
- Please keep all other linens on the bed, they will be removed by the housekeeper.
- Close and pull drapes on all doors/windows. Lock the door on your departure.
- A charge of \$50.00 per hour will be withheld from your deposit for late checkout which has not been approved. Our cleaning team is scheduled to clean upon your departure at 10:00 am and will expect to be paid whether you are out or not.
- We can not be liable or responsible for personal items left behind, lost or stolen. If you leave an item after checking out and wish to have it returned, call/text us as soon as possible and we will arrange for shipment. We will inform you of the shipping cost and with your approval, deduct it from your deposit refund to cover the expense.

**PLEASE NOTE: IF THE UNIT IS LEFT EXCESSIVELY DIRTY,
ADDITIONAL CLEANING FEES WILL APPLY.**