

# Vacation Rental Checkout Procedures

Property Name: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Checkout Date: \_\_\_\_\_

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## Before You Leave

- Remove all trash and place in designated outdoor bins.
- Wash, dry, and put away dishes/kitchenware.
- Wipe down kitchen counters and dining area surfaces.
- Place all used towels in the bathroom hamper or laundry area.
- Strip used beds and place linens in the laundry area.
- Return any moved furniture to its original position.
- Ensure all windows and doors are locked.
- Adjust thermostat to \_\_\_\_\_°F/C (if applicable).
- Double-check for personal belongings.

## Keys & Access

- Return all keys to the lockbox or specified location.
- Leave garage door openers/access cards on the kitchen counter.

## Notes

- Please report any maintenance issues or damages before departure.
- Thank you for staying! Safe travels!