

# Check-Out Procedures

Dear [Guest's Name],

We hope you enjoyed your stay at our vacation rental! As your departure date approaches, we kindly ask you to follow the check-out procedures outlined below to ensure a smooth exit.

## Check-Out Procedures:

1. Please pack all your belongings and check all drawers and closets.
2. Remove all food items from the refrigerator and pantry.
3. Wash your dishes or load the dishwasher and start it.
4. Leave used towels in the bathroom but hang wet towels to dry.
5. Turn off all lights, appliances, and the air conditioning/heating unit.
6. Lock all windows and doors upon your departure.
7. Return the keys to the designated location or drop them in the mailbox as instructed.

If you have any questions or concerns, feel free to reach out!

Thank you for staying with us, and we hope to welcome you back in the future!

Sincerely,  
[Your Name]  
[Your Property Management Company]