

Check out list:



Please make sure **EACH** of the following is completed before checking out: Each is listed here for a reason, even if they are obvious to You.

➤ **Living and bedroom area:**

- ✓ **WINTER:** Lower the heaters setting to number **3**. Do NOT turn them off.
- ✓ Turn **OFF AC** and all other electronics (lights, kettle, TV, etc).
- ✓ Make sure **coffee maker is EMPTY and OFF.**
- ✓ Make sure all **dishes are cleaned and put away.**
- ✓ **Remove spills, crumbs and sticky spots** from the table, sink etc.
- ✓ Dry the wood sink area if wet.
- ✓ **Make sure all garbage is taken out. Do NOT leave ANY waste inside OR outside.** (Our Town does not have garbage removal service. You can take it to the Greene County Solid Waste Management located in Windham at 194 Mitchell Hollow Rd; or in Hunter on Hylan Rd (both locations charge \$2 for disposing of a big 30 gallon bag). **For more Locations and up to date days/hours visit:** <https://www.greenegovernment.com/greene-government/waste-transfer-stations>.

If you are here during a holiday, please take notes of it and remove waste during open days/hours. ✓ **ALL utensils** should be back in place. There is a set of **4 of each** (4 tablespoons, 4 teaspoons, 4 forks, 4 butter knives, 4 steak knives). If any are missing we will have to charge you to replace the set. ✓ Leave the **"Welcome" letter** that was left for you on the table, **back on the table.**

➤ **Bathroom:**

- ✓ Leave the **bathroom door wide OPEN.**
- ✓ **Stand bathroom mat against the wall or in the shower so floors stay dry.**
- ✓ **Dry bathroom floor** if wet.
- ✓ **Hang any wet towels and/or area rugs** in the bathroom, so they can dry. If very wet, hang them in the shower area, on the hooks provided.
- ✓ Leave liner and shower curtain **fully extended** to dry.

➤ **General:**

- ✓ Turn off all lights and other electronics.
- ✓ **Winter season: Close the Velcro door.** We will charge \$50 minimum for heat loss if you do not close it. ✓ **Make sure heaters are lowered per instructions, or AC is turned off,** otherwise we will have to charge you for additional electricity costs.
- ✓ **Lock up front door** and place key inside the key box. **Make sure both key box lids are closed.**

➤ Please **call, text or email** upon check out to confirm you followed check out list and checked out.

IMPORTANT: Although the above steps should only take a few minutes of your time, it is crucial that you adhere to this checklist as they each serve an important purpose. During harsh winter conditions, certain steps must be made to avoid pipes from freezing, which if neglected, may result in costly damages. Any damages and expenses as a result of your neglect may be held at your expense at any cost. Guest will be held responsible for any damages and cost of repairs needed. If guest damages property, guest pays for repair or replacement. If the damage causes loss of rental income while repairs are made, guest will be held financially responsible for that loss as well.