

# CENTURY 21<sup>®</sup>

## Boardwalk Vacation Rentals

113 Maple Street | Manistee, MI | 49660 | 231.645.RENT(7368) | info@c21boardwalkrentals.com

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### **Departure Instructions**

(Updated Spring/Summer 2020 due to COVID-19)

We hope you enjoyed your stay! In an effort to facilitate a safe changeover for our cleaners, we have put together these quick and simple departure instructions. We appreciate your efforts in helping us provide a smooth, safe and effective turnover of the rental property.

1. **Check out time - 10:00AM:** In order to allow ample time for proper disinfecting of the property, we ask that you adhere to the check out time. Additionally, we ask that you contact us either via your 3<sup>rd</sup> party app (like Airbnb, VRBO, TripAdvisor, etc.) or by texting [231-267-6402](tel:231-267-6402) to let us know when you've departed the rental. If you are planning on leaving earlier, any advanced notice would be helpful for our cleaning crews.
2. **Strip used beds and place used towels and linens in the laundry room, or bathroom if no laundry room is provided.** Separate towels, bed linens and blankets if possible.
3. **Leave kitchen tidy.** Any used dishes should be cleaned or put in the dishwasher and the dishwasher started (if applicable). Any food or drinks brought to the property should be properly disposed of.
4. **Leave all furniture (indoors and out) in the same position you found it.**
5. **Dispose all garbage according to the directions in your arrival details.**
6. **Please turn on ceiling fans and/or HVAC fan when departing as a courtesy to our cleaning staff.**
7. **Close and lock all windows and doors upon your departure.** Again, we ask that you contact us either via your 3<sup>rd</sup> party app (like Airbnb, VRBO, TripAdvisor, etc.) or by texting [231-267-6402](tel:231-267-6402) to let us know when you've departed the rental.