

# Instructions For Check-Out

Check-out time is **9:00 a.m.**

We ask that you observe this time to provide our Housekeeping and Maintenance Staff time to prepare the unit for the next occupants. Due to the time required to complete many of the tasks required to prepare a unit, there is a late check-out charge of \$25.00 per hour.

Our Front Desk opens at 8:00 a.m. to process your check-out. At this time, we will collect keys, unit books, videos, and take care of any miscellaneous charges you may have. Please be sure to turn in all keys you have received, or you may be assessed a \$25.00 key loss charge to cover the cost of re-keying the entire unit. Games, books, and any other borrowed equipment should be returned to the Clubhouse. **If you are leaving before the Front Desk opens, please stop by the night before to return one key and make arrangements for an early check-out. Please lock all doors and leave the keys and unit book (if provided) on the table upon departure.**

In order that your unit may be ready promptly for the next occupants, we kindly request that you perform the following simple tasks prior to leaving:

- Please place all dirty dishes in the **dishwasher** and turn it on. We have provided detergent for this purpose. If you need extra, you may ask for additional packets from the Front Desk staff.
- Please strip all beds that were occupied. If you merely pulled off the bedspread and did not sleep with it, place it in your closet. Please **bag up the laundry** in the heavy-duty bags from your bottom drawer in the kitchen. Towels and mattress pads in one bag, sheets and shower curtains in one bag, and blankets, shams, and bedspreads in another bag. Place dirty laundry bags in the entryway.
- Please take all garbage to the **dumpster**. Use the front and back of the dumpsters.
- Place cans and bottles (with Maine 5¢ refundable depicted) in the receptacle in your entry way closet.
- Return all furniture to its original locations.
- If you brought Amazon Firesticks, gaming machines, Rokus, or other like devices, please plug the HDMI cord back into HDMI1 and the component cables into their respective colored slots.
- Please be sure that windows and doors are locked.  
Please set wall thermostats to **60** degrees (winter) and **55** degrees (spring, summer, fall).  
Set the heat pump remote to 70 (**air mode ❄️ in summer**) and 68 (heat mode in winter).
- Carefully check drawers, closets, and under beds for clothing and belongings. Harbor Ridge is not responsible for lost articles; however, we will kindly return items for the cost of postage and a \$5.00 handling fee.
- Gather all your electronic chargers.
- We hope everything was to your satisfaction this week and that you enjoyed your stay. If you wish to leave a gratuity for our housekeepers' efforts, it would be very much appreciated.

## Thank you for your kind assistance!