

IV. CHECK-IN PROCEDURES

Before arrival:

- ☐ Confirm reservation with the Manager.
 - ☐ Obtain door code or key instructions.
 - ☐ Review current Property Rules.
 - ☐ Review emergency contact information.
 - ☐ Review wildfire or weather advisories if applicable.
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V. DURING YOUR STAY

Occupants should:

- ☐ Keep doors locked when away.
 - ☐ Close windows if rain is expected.
 - ☐ Keep food secured.
 - ☐ Report maintenance issues immediately.
 - ☐ Notify the Manager of any accidental damage.
 - ☐ Follow all fireplace and barbecue safety instructions.
 - ☐ Observe quiet hours.
 - ☐ Respect neighboring properties.
 - ☐ Kayaks and paddleboards may be used; be sure to return and secure each day after use.
 - ☐ Use of motored boat is not permitted unless boat operator has California Boater Card. Guests can operate a boat without a Boater Card if they are supervised on board by an adult at least 18 years of age who is in possession of a California Boater Card as required by California law. Violating these provisions constitutes an infraction.
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VI. DEPARTURE CHECKLIST

Before leaving the Property, please complete the following:

Flooring

- ☐ Sweep and Mop interior home as needed

Kitchen

- ☐ Wash dishes.
 - ☐ Empty dishwasher (or start dishwasher if instructed).
 - ☐ Empty refrigerator of perishable food.
 - ☐ Wipe countertops.
 - ☐ Run and clean out garbage disposal.
 - ☐ Empty coffee maker.
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Bedrooms

- ☐ Remove personal belongings.
 - ☐ Place used towels in designated laundry area.
 - ☐ Strip beds if used
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Bathrooms

- ☐ Remove personal items.
 - ☐ Dispose of trash.
 - ☐ Report any plumbing issues.
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Living Areas

- ☐ Return furniture to original locations.
 - ☐ Turn off televisions.
 - ☐ Turn off fans.
 - ☐ Close windows.
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Outside

- ☐ Secure outdoor furniture.
 - ☐ Close umbrellas.
 - ☐ Turn off barbecue.
 - ☐ Return recreational equipment.
 - ☐ Sweep/blow off exterior decks and dock
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Fireplace

- ☐ If fireplace has been used, empty ashes and debris ONLY if it has cooled a minimum of 24 hours. If fireplace had been left with burned ash and debris please empty before initial use.

Utilities

- ☐ Set thermostats to:
Summer: 80°
Winter: 55°
 - ☐ Turn off unnecessary lights.
 - ☐ Turn off small appliances.
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Security

- ☐ Lock all exterior doors.
 - ☐ Close and lock windows.
 - ☐ Activate alarm (if applicable).
 - ☐ Return keys as instructed.
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Final Step

- ☐ Notify the Manager that the Property has been vacated.
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VII. DAMAGE REPORTING

Any accident or damage should be reported immediately. The report should include:

- Date
- Description
- Photographs (if available)
- Estimated cause

Prompt reporting is encouraged and will not, by itself, result in penalties.

VIII. EMERGENCY CONTACTS

Management

Phones: _____, _____, _____, _____

Emails: _____, _____, _____, _____

Emergency Services

911

Utility Emergency

Preferred Local Plumber

Preferred Electrician

Preferred HVAC Contractor
