



Bailey Property Management

TENANT CHECKOUT HOUSEKEEPING CHECKLIST

Please notify Bailey Property Management with any problems at the property within 2 hours of check in. If you are checking in after 5:00PM you will need to notify our office of any problems by 11:00AM the following morning. The office number is: 688-7009.

This checklist is a guide to help you understand what is expected in housekeeping upon your departure from the vacation rental property.

Living & Dining Areas: Generally, get the area ready to be vacuumed & dusted

- _____ Remove all personal belongings
- _____ Close & lock all windows, draw window coverings
- _____ Close & lock all doors
- _____ Turn off all lights, lamps, and heat system
- _____ Restore furnishings to their original place
- _____ Turn off all TVs, VCRs, and stereos and place remotes on top or beside
- _____ Remove ashes from fireplace

Bedrooms: Generally, get the are ready to be vacuumed & dusted

- _____ Remove all personal belongings and clothing
- _____ Remove your linens and make the beds with the blankets, pillows, and covers on
- _____ Make sure the beds are free of sand
- _____ Close & lock all windows/doors & draw window coverings
- _____ Turn off all lights, lamps, TVs, VCRs, and stereos

Kitchen: Generally, get the area ready to be sanitized

- _____ Remove all personal belongings, foods, and other items from cabinets and refrigerator.
- _____ Clean all extra equipment such as coffee maker, blender, etc.
- _____ Wash, dry, and put away all dishes, cooking equipment, utensils silverware, and empty dishwasher
- _____ Empty all garbage cans, take garbage to the outside trash cans

Bathrooms: Generally, get the area ready to be sanitized.

- _____ Remove all personal belongings, be sure to check the cabinets
- _____ Make sure all the faucets are turned off and the toilet lids are down
- _____ Empty all garbage cans, take garbage to the outside trash cans

Outdoor areas, decks & patios:

- _____ Remove all personal belongings
- _____ Empty and clean barbeque
- _____ Sweep (and hose down if necessary) all decks & patio areas
- _____ Restore furnishings to their original position
- _____ Close umbrellas if furnished

Failure to do any of the above will result in charges, which will be deducted from your security deposit.