**Guest Departure Guidelines**

**SUBJECT LINE:** [property name] – Departure Guidelines

**EMAIL BODY:**

Dear [guest name],

Thank you once again for staying at **Blue Oasis Retreat**. We loved having you and hope you have enjoyed your stay.

**A few things before you leave tomorrow...**

* Although our posted check out time is 10:00am, we have confirmed a late check out for you. Please text me once you depart so I can notify our on-site team.
* Please follow the **Check Out Procedure** located on the refrigerator. There is also a copy in the Welcome Book. This helps us ensure the property is ready for housekeeping to prepare for the next guest.
* Place the **TRASH**in/on the trash bin on the front porch **before you leave**. This will ensure the trash service does not miss the pickup in the morning. NOTE: All trash must be in bags. If you have more than a couple bags, just stack them on the bin. Any boxes must be broken down but can be left for pickup.
* If you have used the **OVEN**, please consider running the self-cleaning feature if extra cleaning is needed
* If you used the **GRILL**, please clean and restore to its previous condition **to avoid an additional cleaning charge**.
* If you have time, place a load of pool towels in the washing machine and start the washer before you leave tomorrow morning.
* Return any moved furniture to its original location
* ***Are there any maintenance items that need our attention***? Just send me a quick text or email if there are. This helps me a lot, especially with small things that are difficult to see during walkthrough inspections.

We hope the property met your expectations and that we have provided you a Five-Star experience. I will follow up with you in a few days but for now...enjoy the rest of your stay.

With Kind Regards,