

# DEAR OWNERS & GUEST

## WELCOME TO PACIFIC AVENUE CONDOMINIUMS

Here is some general information we feel will add to the enjoyment of your stay. If you have any questions or problems, please feel free to call us at **360-289-1227**, during business hours. To ensure that our housekeeping staff has sufficient time to prepare this unit for the next guest, we must insist that you **CHECK-OUT** no later than 11:00 am.

If you find anything missing or in need of repair please contact our office immediately at **360-289-1227**.

**CHECK IN:** Units are available after 5:00 pm. **PLEASE NO EXCEPTIONS!**

**CHECK OUT:** Check out time is 11:00 am. Again, **PLEASE NO EXCEPTIONS**. The following checks out procedures need to be followed or occupant will be subject to additional charges:

- 1 - Please leave dishes and cookware clean. They can be in the process of being cleaned in the dishwasher as you leave.
- 2 - Take **ALL** garbage to the dumpster. Remove all food items and condiments.
- 3 - Leave range top, drip pans, and oven in a clean condition.
- 4 - Put **ALL** dirty linen and towels, including kitchen towels in bathtub.
- 5 - **DO NOT** put blankets, mattress pads or bed spreads into bathtub. If they need attention leave them on bedroom floor.
- 6 - Turn **ALL** thermostats down to 60 degrees.
- 7 - Turn off **ALL** lights, including deck and front door lights.
- 8- Put all Deck Furniture back in its proper location.
- 9 - Lock **ALL** doors, including deck and front door.
- 10 - Close blinds to prevent fading of furnishing.
- 11 - Check out and return your comment sheet at Ocean Shores Brokers office.
- 12- Restore all Furniture to its proper location.

**FIRE LOGS:** Two fire logs are provided for each unit. Use only those supplied. **PLEASE DO NOT BURN BEACH WOOD**. Additional logs can be purchased from IGA or Ace Hardware.

Please complete unit questionnaire form and turn it into the office at Check-Out.