Vacation rental check out instructions

Replace the bracketed fields with checked property details. Remove lines that do not apply and keep working access details in your private guest process.

Hello [guest name],

We hope you have enjoyed your stay at [property name].

Check-out is by [time and time zone] on [date].

Before you leave, please:

1. [Agreed departure task, such as closing the windows].
2. [Agreed departure task, such as placing rubbish in the named bin].
3. Return the keys to [agreed location or key-safe process].
4. Check for belongings and secure [the door / gate as agreed].

Leave [heating or other equipment] on [the verified departure setting].

No additional cleaning is requested beyond [tasks already agreed in the booking].

Please confirm departure through [booking message thread].

If you need a later departure, message [host contact]; we will confirm whether it is possible.

Thank you for staying with us,

[host name]