

CHECK OUT PROCEDURE

Now that you have had a relaxing stay with us at the Boathouse, just a gentle reminder, **Check out Time is at 10:00 A.M.** Due to the limited time allowed to prepare for the next owner/guest; we must require that you vacate the unit in accordance to the check out policy. **Failure to check out by 10:00 am may result in a minimum charge of \$15.00 per each 15 minutes not vacated after 10:00am.**

Required Check Out Procedures;

1. Load and start the dishwasher with all dirty dishes, utensils, pots, pans, etc.
2. Place all sheets and towels in one pile on the floor outside the bedroom.
3. Empty and remove all belongings from the refrigerator, freezer and cabinets. If you wish to donate your items to the resort, please make prior arrangements with the office staff.
4. Remove and dispose of all garbage from the unit. Trash chutes are across from the elevator on each floor. Additional trash bags may be picked up at the office.
5. Return all keys to the office. Should you leave before staff arrives, place keys in the lockbox outside the office on the right. **Please do not leave keys in the unit.**

If you visit with another unit and do not make certain all items are in your unit before you leave there may be a re-stocking charge. Units requiring heavy/excessive cleaning will be charged amount billed to resort.

Thank you very much for your cooperation. We hope to see you again soon.

On Site Unit move Procedures:

For those continuing their stay but are required to do a Unit Move, the following has been established to make your move as smooth as possible.

1. You may stay in your unit until you are notified by the office that your new unit is ready. Please DO NOT ask housekeeping to let you know as each unit is inspected by office staff prior to check in and it is not considered ready until the inspection is done. Please schedule your activities for after your move.
2. If you go to the pool, spa or shuffleboard areas please let staff know where to find you.
3. Once you receive notification from the office, you may come and get your new unit keys. When your move is complete, please return the old keys to the office.

Unit moves must be coordinated by the office only.