

## (Important) Checklist before Leaving

*We have cleaners who come in to set up and change the linens, but since this is our house (and, thus, unlike a hotel), we ask that you please take care of the following items before you leave.*

- Please *look through all the rooms*, under all beds, in closets, for any forgotten items, clothes, dishes, souvenirs, etc.
- If you've moved things around, please *put furniture back* in its place.
- Please *remove top sheet and bottom sheet* (only—not the mattress pad and cover, etc.), & leave, with any used towels, on the floor by the bed.
- *Take all garbage, and paper/plastic/tin cans recycling to the appropriate bins* by the Ancient Gate. Wine bottles/glass must be recycled into the big 'Ball' bin in the first public lot on the right as you drive downhill towards the bridge. The Mayor has been insistent about this.
- Do that *last load of dishes*, and please make sure to wash any dishes in the sink.
- Wipe *clean any sticky countertops*, and sweep clean any dirty/dusty floors. (If there's a spill or dirt you can't handle, *please leave a note* for the cleaners.)
- *Things break*—glasses, dishes, etc.—don't worry. But if something big or out of the ordinary breaks, *please let us know* so we can fix or replace it.
- And, lastly, please *return the key* to the lock box.

*Checkout time is 10 a.m. Merci beaucoup. Please come again.*