

Example Check-in Check-out Checklist / Information Page

- Check-in time is 3pm or as arranged; Check-out is by noon or earlier.
- Greet at front door. Demonstrate door code.
- Push top button to lock door when leaving. On return, same button lights keypad
- Remove shoes in entryway. Note two light switch locations; there's also a nightlight
- 2-way switch at top of stairs also controls entryway lights. Please turn off at night
- Guest rooms are upstairs and left, bathroom is 1st door right, bedroom, last doors left

Bedroom

- Wifi Code** is posted by the TV - you can also copy it from the Airbnb app: **AirbnbXYX**
- Pull the shades to sleep in....room gets morning sun, but the shades block it well
- Top little lamp is a good night light & has remote LED in any color!
- Extra towels are in the dresser. Plastic/laundry bags too. Extra blankets & pillows in closet.
- Portland Magazine:** GREAT resource: Best Coffee Houses, Restaurants, Cheap Eats, etc.
- Walking map to MAX, (also in profile) top drawer, numerous brochures, magazines, etc.
- Morning coffee or tea? **What time?** (Please use coasters) Coffee on departure day?
- Wildlife:** Buddy (the dog) WILL try to get into the room & for food; make sure the door is latched!
- Check out the hummingbird feeders in the kitchen & front windows

Bathroom

- Please don't touch or adjust the shower extension (it's a repair but works great).
- There's extra TP in the cabinets under the sink, also extra towels, iron, hair dryer, etc.
- The drawer has travel toothpaste, toothbrushes if needed.
- Leave bathroom door open when not in use; there's a nightlight for after dark

Kitchen/Dining, etc.

- The bottom shelves of the refrigerator & cabinet above microwave are reserved for guests
- Feel free to use silverware, dishes, etc, but please do not remove anything from the house
- Garbage is under the sink; drawer/cabinet contents are marked
- Put dirty dishes in the right-side sink; I'll load dishwasher & run it when full
- Backyard patio is accessible through kitchen (Hummingbirds!)
- Laundry room lower level in tenant's space, available by arrangement. \$5/load wash & dry

Guest Check-Out

- Check out time is noon
- Please leave all used towels together on the bathroom counter, right side of sink
- Please make sure lights are off and the front door is locked (if no one is home)

Nice, but not necessary

- Drape the bedspread over the desk chair. (Don't make the bed!)
- Leave pillows on the chair next to the bed
- Please don't put anything in the garbage outside (people often mix garbage with recycling!)

Emergency Contact Information

Dave, Owner, 555-555-5665, voice/text or via Airbnb App (preferred)
Jimmy G, Tenant/friend; lives on lower level: 555-555-5554
Linda B, Co-Host 555-555-5553; A. Neighbor: 555-555-5552