

## Departure Responsibilities

1. Remove all sheets and pillowcases from the beds and place in black linen bag provided for you.
2. Place all towels, hand towels, wash cloths and Better Beach dish towels in black linen bag.
3. Do not place homeowner's personal laundry in the black bag. This includes: mattress pads, pillow covers, bedspreads, quilts, bath & kitchen rugs, etc. The housekeeper will collect these items.
4. Please wash and put away all dishes.
5. Please remove all food from the refrigerator and cabinets.
6. Please remove all trash and place in outside receptacles.
7. Please lock all doors and windows.
8. All pool passes must be returned to the office.
9. Homes with keys - If you can lock the door without a key, you may leave the keys on the kitchen counter. If the door lock requires a key to lock it, please lock the door and return keys to the office.
10. Keyless entry locks – please lock the door upon your departure.
11. Thank you for your cooperation. It was a pleasure having you visit Oak Island. Please have a safe trip home and we will see you soon.