



THE RENTAL MANAGEMENT COMPANY, INC. (TRMC)

CHECK-OUT INSTRUCTIONS

KITCHEN :

- Remove all food from refrigerator and freezer. **DO NOT** put fish down the garbage disposal, or any other substance not intended for the disposal. If items are found in the disposal after departure you will be charged a minimum of \$75.00 to clear out the disposal and other fees may be applied.
- Remove all trash and debris from the unit and deposit it in the dumpster on site. Trash pickup for North Padre Island is every Friday. If your stay falls during this time, guests are responsible for putting out the trash.
- Please make sure all dirty dishes are in the dishwasher, and the dishwasher started upon check out.
- A minimum fee of \$50.00 will be charged if trash or dirty dishes are left in the unit.

WHEN YOU LEAVE:

- Leave all linens and towels in the unit upon your departure.
- In the summer, please set the thermostat to 78 degrees in the cool mode. Please leave all ceiling fans running.
- In the winter, please set the thermostat to 60 degrees in the heat mode.
- Turn off all lights.
- Lock all windows and doors. Please make sure that the key-less dead bolt is **NOT** left bolted upon check out.

KEYS AND LOCK OUTS:

- Check out time is 12:00pm and is strictly enforced. Any guest found in the unit after 12:00 will be charged a minimum of \$50.00.
- All keys must be returned to the office. For lost keys, there will be a minimum charge of \$50.00. If closed, please leave the keys in the gold mail slot on the side of the building.
- If the office is called due to a lockout after normal business hours, a \$50.00 fee will need to be paid to re-enter the unit.