

Check In & Check Out Instructions for THE PUT-IN-BAY CONDOS at 1240 Tri-Motor Drive, Put-in-Bay, Ohio

Check In—When You Arrive:

1. When you arrive let yourself in to the condo using the lockbox next to the entry door.
2. Call us at 216-898-9951 to let us know that you arrived.
3. Please do not arrive before 4:00PM unless prior arrangements have been made.

Check Out—When You Depart:

1. Close and lock all windows and doors.
2. Turn off all electrical appliances (stove, oven).
3. Wash and dry all dishes and place back in cupboards.
4. Dispose of all items in the refrigerator. (You can leave the beer!)
5. Pick up ALL trash around the property
6. Put all trash in the trash can or in a trash bag next to the trash can if full.
7. Put all items back in their original place.
8. Unless otherwise instructed, turn off A/C and/or heat.
9. Take all your items with you but don't take ours.
10. Please leave the condo in the same condition that you found it.
11. Please vacate the condo by 11:00AM.
12. Put keys back in the lockbox by the entry door.