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Helpful Suggestions for the Property Owner

- If you have not heard from your guest in a reasonable amount of time, please contact them regarding their arrival and departure times.
- **It is the property owner's responsibility to inform the guests about keys and how to access the home prior to the guest's arrival.**
- Make sure home and yard are clean and free of clutter, odors, toys or items of personal nature. If you listed computers, fax, internet, copiers, etc. as an amenity, please make sure they are available and leave appropriate instructions and passwords for their use. TV's should have full operating instructions.
- All beds must have clean, fresh linens and pillows. An extra set of linens should be available for each bed.
- A clean towel set must be available for each guest each morning; one towel set per person/ per day is suggested.
- The kitchen **MUST** be equipped with sufficient dishes, silverware, glasses, and cookware for the number of guests. **Guests are allowed full kitchen privileges unless stated otherwise.** A coffee maker, can opener, corkscrew as well as dishwashing detergent and kitchen towels are required. "No Smoking" signs are suggested in the kitchen and family areas. A smoking area and a butt receptacle are suggested outside the home.
- An adequate supply of fresh soap, toilet paper, etc. should be supplied. Hair dryers are also suggested.
- Make sure refrigerator is clean and all perishables have been removed, although condiments may be left for guests' use. Leave adequate space for guests' food items. Fresh ice should be available for guests.
- All appliances, HVAC, hot tubs, TV's etc. must be checked to ensure they are in working order before guests arrive.
- **It is required that you leave an emergency name and number for repair service should the need arise.** Toys, items of sentimental value and irreplaceable items should be put away. It is suggested that dining room tables have protective pads.
- Clothes closets should have adequate space and hangers for your guest's use. We recommend covering your remaining clothing so as to not interfere with the guests' clothing.
- Cable with the Golf Channel is strongly suggested Masters.
- **Please respect the privacy of your guests.** Do not return or call home during your guests' stay. However, in case of an emergency and you must return to your home, a courtesy phone call to your guests is required.

- **Please do not leave pets at/in your home. Ensure your home and furniture have no pet odors or flea problems.**
- **Mail and other home deliveries, except newspapers, should be stopped during your guests' stay.**
- **It is required that you leave contact information (if applicable, maid's contact information) by the phone should the guest need to contact you during their stay.**