



# Sandcastle REALTY

## WELCOME TO SOUTH BETHANY & NEIGHBORING BEACHES!

Dear Tenants: Here are a few tips/suggestions to make your stay with us,  
relaxing and enjoyable ~

**~Air Conditioning:** Units are designed for a 15 degree differential from outside temperature. Maximum efficiency is 74 degrees. Please be sure all windows and doors are closed. Set AC temperature at 75 degrees before checking out. **(After October 1<sup>st</sup>, please set HEAT at 60 degrees)**

**~Refrigerators:** Please allow adequate time (24 hours) for the refrigerator to cool newly placed food and beverages. DO NOT adjust the settings (leave on medium setting)

**~Cleaning & Maintenance:** Please report all problems, such as cleaning or repairs needed **as soon as** you discover them **(Utilize Following Page)**. We will do our best to resolve the issue in a timely manner.

**~Check out time is no later than 10:30 AM. Forfeiture of your Security Deposit may be the result of a late check out.** All keys and permits must be returned at that time. **\*\*If you have a keyless entry, and do not have permits to return to our office, kindly give us a call at 302-539-0525, to let us know you have vacated the premises.** This will allow us to send a cleaning crew to clean for the next tenants.

Thank you for allowing Sandcastle Realty to assist in planning your vacation. We hope you enjoy your stay and look forward to seeing you year after year!

Our office hours are Monday ~Saturday 9 AM ~ 5PM. Our phone number is 302-539-0525 or 800-234-4283. **If you have an emergency, after our business hours, press 9 (nine) to leave a message.** Someone will be in touch with you shortly.

<u>Trash Schedule</u>	<u>Recycling</u>	<u>Holiday</u>
Oct- April: Monday	Oct- April: Every other Friday Starting Oct. 9th	Trash <u>will</u> be Collected
May-Sept: Mon & Thursday	May-Sept: Every Friday	Memorial Day July 4 <sup>th</sup>
June/July/Aug.: Mon/Thur/Sat		Labor Day



# Sandcastle

REALTY

Tenant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Unit R~ \_\_\_\_\_ Unit Address \_\_\_\_\_

Check in date \_\_\_\_\_ Received \_\_\_\_\_

Dear Guest,

*Please check your vacation home for damages so that they will not be deducted from your security deposit in error. Please return within 24 hours of your check in. We have a drop box located on the pillar in front of our office.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### *Maintenance & Cleaning Issues:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*Thanking you in advance for your cooperation.*



# Sandcastle

## REALTY

### **CHECK OUT**

Check out time this season is 10:30 AM. Keys and parking permits must be returned to our office at that time. Once keys are returned to our office, the property may not be occupied or re-entered for any reason. A key drop box is provided outside our office door for early departures. **Late check outs will be charged \$50.00 from your security deposit for each 1/2 hour past 10:30 AM**

Please note, it is especially important that all keys and parking permits are returned. **There will be a \$150 charge for each parking permit not returned, and \$25 for each key.**

We ask that you leave the premises in the same general condition as it was found. We do not expect you to undertake any heavy cleaning tasks.

*1 - Carpets and floors should be broom swept, free of debris, food, and sand.*

*2 - Replace all bedspreads after removing linens. If you have rented linens, put them back in the bags they arrived in, and out where you found them, for pick up.*

*3 - Return all furnishings to their original positions.*

*4 - Double check all closets, dressers, etc., to make sure you have all of your personal belongings. **A \$25.00 retrieval fee will be charged for retrieving and /or returning personal items left on the property, in addition to the postage.***

*5 - Grill are checked weekly and must be cleaned by tenants if used. You should expect a **\$50** grill cleaning fee if not cleaned before departure.*

*6 - Refrigerator empty of all food and free of spills.*

*7 - Dishes and cookware should be cleaned and put away, or in dishwasher on clean cycle.*

*8 - Counters, tabletops, and appliances should be wiped free of excess spills and smudges.*

*9 - Trash and recycling out and in respective containers.*

*10 - Premises must be vacated with windows and doors locked, cars and bikes removed, and AC unit set on 75 degrees (after Oct. 1, HEAT at 60 degrees) by 10:30 AM.*

Sandcastle Realty  
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