**Welcome Letter**

Welcome! We are glad you arrived save and sound.

Now it’s time to enjoy your vacation ☺

If you have any issues please report them immediately

<Homeowner> can be contacted at (xxx-xxx-xxxx)

<Backup Number> in case of any issue with the first number is (xxx-xxx-xxxx)

You will note a binder/folder with information about the house and the local area on the kitchen counter. If you have any additional questions about your stay simply give us a call and we will be happy to assist.

Have a great time and we are happy to host you in our home!

Sincerely

<insert your name>

**Checkout Policy**

We hope you have enjoyed your stay at our home. Please note that checkout time is at (Insert agreed checkout time) on (Insert Date of Check Out).

Before you leave, we just ask a couple of favors to help our housekeeper prepare for our next guests.

* Please take all trash, including bathroom trash bags, out to the trash cans to (Insert where you would like the trash taken)
* Please load all dishes into the dishwasher and run it on the normal cycle.
* Please turn the temperature to (Insert temperature you would like the house to be at)
* Please lock all doors and close all windows.
* Place the keys (Where you would like them)

Thanks for staying,

(insert name)

(Signature)