

Check-in Procedure

- The entrance is on the second floor. Enter the code, then press # and you hear the engaging noise and see a green light. The lock stays open for 5 seconds. If code is not entered correctly, you see a red light. No excessive force is required.
- Adjust the heaters if needed. There are 4 electric base heaters; the place will heat-up very quickly. The water heater is permanently on.
- Locate two parking permits and the key on the top glass shelf in the kitchen. The key is for the ski closet at the bottom of stairs to the entrance.
- Place the parking permits somewhere visible inside your car. You can use any parking spot available on the lot.
- No skis, snowboards (including boots) in the apartment, please! Use the ski closet or the racks outside the condo, instead.
- Clean linens are in the master closet.
- Using fireplaces always requires caution. The vent and glass door should be open. Never leave a fireplace with live fire unattended. Consider burning logs (available at the store) instead of woods. We don't keep burning materials in the apartment for the safety reasons.
- **OPTIONAL:** change the entry code to something you recall easily.
- **ENJOY YOUR VACATION!**

Check-out Procedure

- All debris, rubbish and discards are taken out and placed in dumpster (located outside in the parking lot). The new garbage bags are in the cabinet under the kitchen sink.
- Soiled dishes are placed in the dishwasher and cleaned.
- No linens are lost or removed from the property.
- Coffee maker, toaster, and blow dryer are unplugged and TV and DVD players are off.
- Fireplace is off with vent and the glass door closed.
- It will help our cleaning crew if you start one load of laundry (towels) before you leave.
- Parking permits and the ski closet key are returned to original place inside the unit upon departure.
- All windows and patio doors are locked with curtains closed.
- All the lights, 4 baseboard heaters, and bathroom fans/heaters are off.
- If you have used the ski closet outside the unit, make sure you get all your belongings and lock the door.

- It is important that **you leave the key inside the apartment**. There is no need to lock the deadbolt. Your guest access code to the unit will automatically expire after checkout time.

We hope you had a pleasant stay and we are looking forward to your next stay. We appreciate if you contact us at info@lake-tahoe-vacation.com to make suggestions or post your opinion about your stay for our guest book.