



Airbnb Checkout Instruction template

Dear guest,

Thank you for staying at our property! We hope you enjoyed your stay and will come back soon.

As a friendly reminder, checkout is at <insert time>. This gives us enough time to make the property look beautiful for our next guests. If you don't check out at this time, we will have to charge a <insert amount> late fee.

Before you head out, please make sure you have done the following:

- ✓ Leave used towels on the bathroom floor.
- ✓ Take out any food you may have brought from the fridge and freezer. Do not leave any perishable items in the cupboards.
- ✓ Turn off all the lights and any other electronic devices.
- ✓ If you changed the thermostat, please return it to <temperature>.
- ✓ Make sure all windows and doors are locked.
- ✓ Check each room to ensure you haven't left any of your belongings.
- ✓ Please leave the keys <insert handoff instructions>.

Finally, if you enjoyed your stay, please leave us a review (they really help us out). If you have any suggestions on how we can improve, let us know!

Thanks again!