

POST OFFICE BOX 792,  
GRANTHAM, NEW HAMPSHIRE 03753  
SAWYER BROOK PLAZA: 120 ROUTE 10S,  
TELEPHONE: 603-865-5174 FAX:



# Check Out Procedures

Check out time is 10:00 AM.

**We hope you have enjoyed your stay at Eastman!**

**New guests arrive at 3:00 PM. Like you, they are excited and want to be in their vacation home on time. A cleaning service will prepare the home, so a prompt check out is essential.**

**Please refer to the checklist below in preparation your departure.**

- Notify Eastman Premier Rentals of any damage so we may have it repaired for the next guest.
- Place all trash in the outside receptacles. Trash removal schedule is provided. Please have as much trash as possible outside at last pick up date available.
- Please return all clean dishes to the location at which you found them. Place all dirty dishes in the dishwasher and start it prior to leaving.
- Please dispose of any opened food from the refrigerator or cupboards.
- Turn off all small appliances such as coffee pot, blender, etc.
- If you used the grill, please ensure that it along with all utensils have been left clean, the propane bottle for the gas grill is turned off and the cover is on after it has cooled.
- Please return all game and puzzle pieces to their proper boxes and return them to their proper locations.
- Double check all drawers and closets for personal items.
- Turn off all lights, ceiling fans, TV's etc...
- Make sure all doors and windows are securely closed and locked.
- During colder seasons, please leave the thermostat at 55°.
- Please drop off keys at the office. When departing after business hours please leave key in the drop box located at the office to the right of the front door.

**These homes are privately owned and well loved. Please treat the home as your own as it will help ensure our vacation homes are in the condition you expect when you arrive!**