



## Forest Haven @ Lakeside Check-out Sheet

After completing each check-out item below, please sign and date the bottom, and then leave this form on the kitchen counter. Thanks!

- As noted in your arrival instructions, please place all of your garbage located inside AND outside the cabin into the garbage bags provided and haul it away with you if possible. Otherwise, please place all garbage in bags and then in the garbage can.
- Remove all USED sheets and pillowcases from the beds and place them **on top of the bed**. Do not remove the mattress covers and please do not make up used beds.
- Place all USED towels and washcloths **in the bathtubs**.
- Remove ALL food from the refrigerator/freezer and cupboards and take with you.
- Wash all dirty dishes prior to departing. Our cleaning crew will put them away.
- Ensure that all remotes are with their proper electronic equipment.
- Set thermostats to 55° in the winter months.
- Turn off all the lights in the cabin.
- Walk the cabin and double check to make sure ALL windows and exterior doors are locked.
- Do a final sweep of the cabin and check ALL drawers in bedrooms and bathrooms, as well as under ALL beds to ensure no personal items are left behind. Check the washer/dryer too.
- Before exiting, **PLACE THIS SIGNED CHECKOUT FORM ON THE KITCHEN COUNTER**.
- Please sign our guest book and share what you liked most about your stay!
- After locking the door, **place the key back in the lockbox**.
- If you used the fireplace, ensure the fire is completely out and ashes are swept up.
- Take a picture of your family in front of the cabin and email it to [wigginsfamilycabin@gmail.com](mailto:wigginsfamilycabin@gmail.com).

I certify that I have reviewed this document and have completed the check-out items as listed above:

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date of Departure