

Check out Procedures and Guest Information

Thank you for choosing to stay in a Book by Owner member property. The owner of your accommodations has partnered with Book by Owner (BBO) in order to provide their guests the best vacation experience possible. Below is additional information regarding our service and your check out procedures, you may also refer to the arrival instructions for additional information or contact BBO if you need additional assistance. We hope you enjoy your stay and look forward to hosting you during your next visit to Colorado.

CHECK OUT 10AM - EXPRESS CHECK OUT PROCEDURES...BBO is happy to provide guests with express check out but we do ask you do the following items before your departure. Your cooperation is greatly appreciated!

Late Checkouts – Charges will apply if housekeeping is unable to prepare the unit for the next arrival due to late check-out. Late check outs must be approved by BBO at no later than 12PM on the day prior to departure.

Room Keys - DO NOT RETURN KEYS TO SUPER 8! Please put all room keys back in the welcome packet issued at check-in. Leave the packet in the unit in an obvious location upon your departure. Guests are issued 4 keys at check, please be sure to return all 4 keys to the packet. Please report any missing keys.

Bath Linens – Please place all used bath linen in the bath tub(s). Do not leave wet towels on the floor.

Garbage – Please remove as much garbage as possible during your stay. Dumpsters and trash cans are available at all properties, please call BBO if you cannot locate them.

Dishes – Please do not leave dirty dishes in the unit. Please load and run the dishwasher upon your departure, you may leave the dishwasher running. **DO NOT USE LIQUID SOAP IN THE DISHWASHER.** Please remove all plates, storage containers and left over food from the refrigerator. You may leave unused non-perishable food and drink items.

Window, Doors, Appliances and Heat – Please be sure to close and lock all windows and doors and set all thermostats back to 65 degrees. Also be sure to check all coffee pots, toasters, and ovens are turned off.

Furniture and belongings – Please return all furniture, games, movies etc back to their original location.

ADDITIONAL REQUESTS, GUEST TIPS & INFORMATION

If experiencing a medical or fire related emergency please call 911.

If experiencing loss of heat, water or power please call BBO at the numbers above.

Should you unit require general maintenance please contact BBO to report the problem.

If using card keys, it is a good idea to take more than one key when leaving the unit.

When leaving the unit please turn off all lights, fireplaces and electronics, it saves energy.

When leaving the unit please close all windows and doors, it rains and snows suddenly here.

Daily housekeeping is not included, please contact BBO if you cannot locate laundry facilities.

Mid stay cleaning service is available for an additional fee and can be arranged by calling BBO.

All units are **NON SMOKING**, please close all doors if smoking outside so odor and smoke stay outside.

Please remove your shoes at the door and store ski equipment in designated areas.

Please check for personal items before departure, don't forget your phone chargers. BBO is not responsible for lost or forgotten items. Items found by BBO staff will be taken to our office.

Please be respectful of neighbors and limit noise after 10PM.

Thank you for reviewing and adhering to the requests above. Your owner has taken great pride in maintaining and equipping their home for their guests. Please respect the home as you would your own.

Thank you, Guest Services
Book by Owner Vacation Rental Services