

# Departure Procedure

## Checking Out

**Check out time for our apartment is 10am**

We are well aware that this is not a popular requirement but on changeover day a vast amount of work is done in respect of both cleaning and maintenance. If the new arrivals are to have access to the property it is vital that this time is adhered to.

On your day of your departure, please can you ensure that you switch the air conditioning off - thank you.

## Keys

We would be grateful if you will return the keys back to us by mail (recorded delivery advised) on your return to the UK.