



## ☐ **Florida Keys Villas – 619 Sombrero Beach Road**

### **Check-In & Check-Out Instructions**

#### **1. Check-In & Check-Out Times**

- **Check-In:** 4:30 PM
- **Check-Out:** 10:00 AM (no early check-ins or late check-outs permitted due to same-day guest turnovers). Thank you for respecting this policy — it ensures the home is perfectly prepared for every arriving family.

#### **Property Address:**

619 Sombrero Beach Road  
Marathon, Florida 33050

#### **2. Arrival Instructions**

- The **front door will be unlocked** for your arrival.
- **Two keys** are on the **White Table** under the TV set **near the pool table**.
- Please **return all keys before departure**.
  - Lost keys or unreturned sets will incur replacement and labor charges.

#### **3. Quiet Hours (City Ordinance)**

Per **Marathon City Ordinance**, no loud or unnecessary noise is permitted between **10:00 PM and 7:00 AM**.

Please respect our neighbors and the peaceful island environment.

#### **4. Required Guest Registry (City of Marathon)**

The City of Marathon requires a **written list of all guests staying at the property**.

Please email to: [info@floridakeysvillas.com](mailto:info@floridakeysvillas.com)

Include the following for **each family or guest group**:

- Full Names of all adults (signatures required)
- Names of children
- Home Address
- Cell Phone Number
- Vehicle Make, Model, and License Plate

This information must be provided prior to or upon check-in to comply with city regulations.

## 5. Bedding & Linens Provided

The home includes:

- **5 King Beds**
- **2 Bunk Beds (Twin over Full size Mattress)**
- **2 Rollaway Beds**
- **2 Baby Crib** All linens, bath towels, and pool towels are provided.

## 6. Alarm System

The **alarm system will be deactivated** before your arrival and **reactivated by our cleaning team** after your departure.

## 7. Garbage & Recycling Instructions

Our cleaning crew will take the garbage and recycling cans to the street and bring them back after pickup — please follow the guidelines below carefully to avoid fines or deductions.

- **Pickup Schedule:**
  - **Regular Trash:** Sunday & Thursday evenings (pickup Monday & Friday mornings)
  - **Recycling:** Wed. morning pickup

### Important Rules:

a. **All garbage must be bagged** and secured with lids tightly closed (raccoons are common visitors).

- A **\$100 deduction** will be made from your security deposit if our team must clean up scattered trash.

### b. Recycling:

- Marathon Garbage Service accepts:
  - Newspapers

- Glass bottles & jars
- Aluminum & steel cans
- Plastic bottles & containers (no plastic bags)
- **Do NOT use plastic garbage bags** inside the blue recycling bin.
  - All items must be **rinsed and loose** in the bin — plastic bags jam their processing machines and the city will refuse pickup.

**c. Starter Supply Provided:**

- We provide initial garbage bags. Guests are responsible for purchasing extras as needed.

**d. Fines & Non-Compliance:**

- If the recycle bin is contaminated (plastic bags or unwashed items), our crew must clean and re-sort materials — a **\$100 fee** will be deducted from your deposit.
- The City of Marathon fines **\$200 per incident** for garbage cans left out after pickup.
  - Our team brings them back in, but please help by keeping trash contained.

## **8. Garbage Disposal Rules**

**Do NOT place** any of the following in the garbage disposal:

- Shellfish shells
- Corn husks
- Grease or oils Use **cold water only** while running the disposal to prevent clogs and backups.

## **9. No Smoking or Vaping Policy** ☐

This is a **strict non-smoking, non-vaping property**, both inside and outside.

- Evidence of smoking (including cigarette butts on the ground or in ashtrays) will result in a **\$500 deep-cleaning fee** and potential **deduction for yard cleanup**. Thank you for helping us maintain a clean, healthy environment for all guests.

## **10. Wi-Fi & TV Access**

**Wi-Fi Network:** ATTrJi7CCx

**Password:** sdkgc6hwz92uf (all lowercase)

**DirecTV Login:**

- Username: [elizabethkohout@gmail.com](mailto:elizabethkohout@gmail.com)
- Password: M458TrG2

## 11. Eating Areas

Please enjoy meals only in these designated areas:

- Kitchen
- Dining Tables
- Outdoor Patio & Bar Area **No food or beverages are allowed on couches or in bedrooms** to prevent stains and damage.

## 12. Pool Table Policy ☐

A new felt cover has been installed.

**No food or drinks** are allowed on the table.

Any damage or stains requiring a felt replacement will incur a **\$550 charge**.

## 13. Outdoor Kitchen & Grills

- The **main outdoor kitchen** is connected to a **large propane tank**.
- The **smaller grill** uses a **standard propane tank** (backup tank located behind the grill).

## 14. Pool & Safety Rules ☐♂

- Pool is professionally cleaned weekly, typically in the morning.
- **No diving** – water depth is not safe for headfirst entry.
- If the **water level is low**, please top it off — **do not leave the hose running unattended**.
- **Children must always be supervised** near the pool or canal.
  - The canals do contain **bull sharks**.
- Landscapers and pool staff visit weekly (weather permitting).

### Absolutely No Glass in the Pool Area

For everyone's safety, **glass of any kind — including bottles, cups, and glass-bottom containers — is strictly prohibited** in or around the pool area. Broken glass can cause **serious injuries** to bare feet and requires a **complete pool shutdown and drain** for cleanup.

- **Any violation of this rule will result in fines and immediate charges for cleanup and pool service.**

## 15. Safety Notice: Slippery Surfaces

The **tile steps, patios, and balconies** become **extremely slippery when wet**.

- Walk cautiously and be mindful of puddled areas that dry slower than others.

## 16. Hurricane Evacuation

All tenants must **comply with mandatory evacuation orders** if a hurricane warning is issued. Safety first!

## 17. Contact Information (24/7 Assistance)

If you need help during your stay, please contact:

**Liz (Property Manager & Cleaner)**

☐ 954-263-2995

✉ [info@floridakeysvillas.com](mailto:info@floridakeysvillas.com)

**Captain Bob (Backup Contact)**

☐ 206-310-5974

☐ **Tip:** Phone calls are answered faster than text messages — please call for urgent matters.

## 18. Air Conditioning Settings

**Air Conditioner Care – Please Read**

To keep the air conditioners running smoothly, please **set the thermostat between 72°F and 75°F**. Setting it lower can cause the unit to **freeze up**, especially in our humid island climate.

If the system freezes due to low settings, **no repair services are available on Saturday or Sunday**, so the air will remain off until Monday.

Please also **keep all doors and windows closed** while the air is on. Open doors let in humidity, making the unit work harder and increasing the risk of **freezing up or shut down completely**.

Keeping doors closed also helps **prevent bugs and insects** from getting inside.

## 19. Helpful Info

Visit [www.FloridaKeysVillas.com](http://www.FloridaKeysVillas.com)

Select **“Family Friendly Vacation Rental”** at the top for a complete list of available **baby and toddler gear** — to help lighten your packing and save on travel costs!

## ☐ What We Provide: Your Starter Supply Kit

To help you settle in comfortably, we provide a **starter supply** of essential household items.

Once these items run out, please replenish them at **Publix**, conveniently located just a few minutes from the villa.

### ☐ Bathroom & Personal Care

- Body soap

- Hand soap

*(Please note: we do not provide shampoo or conditioner.)*

#### ☐ **Kitchen Essentials**

- Dish soap
- Dishwasher detergent pods or liquid
- A few kitchen garbage bags
- Grill lighters
- **No aluminum foil is provided** (foil damages the grill)

#### ☐ **Paper Products**

- A few rolls of paper towels
- A few rolls of toilet paper

*(Please note: we do not provide napkins.)*

#### ☐ **Food & Laundry**

- **No condiments or spices provided** (for freshness and hygiene reasons)
- **No laundry detergent provided** — please bring your preferred brand if you plan to do laundry.

#### ☐ **Closest Grocery Store:**

**Publix Super Market at Marathon**

5407 Overseas Hwy, Marathon, FL 33050

(Just a short 5-minute drive from the villa)

## **CHECK-OUT INSTRUCTIONS**

**Check-Out Time:** 10:00 AM EST *(We have other guests arriving the same day, so please be prompt.)*

Thank you for choosing to stay at **Florida Keys Villas!** We hope you had a relaxing and memorable vacation. Before you head home, please take a few minutes to review these check-out reminders to help our cleaning team prepare for the next guests.

### **Before You Leave**

- ✓ **Basic Cleaning:** A cleaning service is provided for general cleaning. However, if any **special or heavy-duty cleaning** is required (e.g., stains, excessive mess), **the cost will be deducted from your security deposit.**
- ☐ **Empty All Refrigerators & Freezers:** Please clear out all three — including the **outdoor freezer**.
- ☐ **Start a Load of Towels:** Towels take the longest to wash and dry. If you have time, please start a load. (*Important: Do **not** mix black washcloths with white towels — past guests have done this, resulting in dye stains and charges for replacement.*)
- ☐ **Conserve Water:** Remember, we're an **island community** and all our water comes through a pipeline.
  - Never leave hoses running unattended (even when filling the pool or boat).
  - Sun exposure often causes hoses to burst — so please shut them off when not in use.
- ☐ **Return All Keys:** Please put **all keys back on the hooks** where you found them. Missing keys will incur a replacement fee.
- ☐ **Return All Remotes:** Place **TV remotes back by each television**. We spend a lot of time tracking these down—one even made it home with a guest by accident!

### **If You Have a Few Extra Minutes**

- ☐ Load and **start the dishwasher.**
- ☐ **Strip used beds** (you might discover a missing sock or two!).
- ☐ **Gather all used towels** and place them near the washer.
- ☐ **Return furniture, toys, and kitchen items** to their original spots.
- ☐ **Check closets, drawers, and appliances** for personal belongings.
- ☐ **Dispose of leftover food and drinks.** (*You may leave unopened items for our cleaning crew — they'll appreciate it!*)
- ☐ **Place all trash in the correct outdoor bins.**
- ☐ **Lock all doors and windows** before departing.

### **If You Rented Our Boat**

Make sure both boat tanks are full of the correct diesel fuel before returning the boat.

Please tie up the boat safely at the dock, clean it and remember to take out all your garbage.

Please leave the **boat keys on the downstairs kitchen table** before you go.

We truly love our home and believe it shows — and we're grateful when guests treat it with the same care and respect, they would their own.

We hope you enjoyed your stay!

If you had a great experience, please take a moment to **leave us a review — it means the world to us.**

Warm regards,

**Liz & Captain Bob**

*Florida Keys Villas*