

EAST   
VILLAGE  
APARTMENTS

NEW YORK CITY

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## DEPARTURE CHECKLIST

· Departure- 11am.

You may leave your bags in the designated area until your departure, but the apartment must be vacated by 11 am.

· Please remove all used linens (sheets, towels, table mats), fold them and place them in a neat pile in the living room.

· Please empty all garbage including perishable food and drinks from the fridge (except reusable food and drinks for example oil, salt, pepper, coffee, eggs, sugar, drinks). Place them in a black garbage bag and tie it securely.

· Inform us of any maintenance issues including fused bulbs, so we can repair them.

· Leave the keys in the designated area.

· We hope you enjoyed your stay at East Village Apartments. Your positive feedback is our best reward so please post a review on Trip Advisor and your holiday rental website.

*Thank you for treating our home with respect and have a safe journey home.*

*We look forward to welcoming you again.*