

Panhandle Property Management
P.O. Box 20234
Panama City Beach, FL. 32417
770-329-6350
www.panamacitybeachrentals.net

Check in procedures:

- *Check in is at 3pm. Central Time. **Do not call prior to 1pm. regarding early check in**
- *Please call 770-329-6350 1 hour prior to arrival in Panama City
- *We will meet at the complex to check guest into the unit
- *Full payment is due at check in, we cannot allow partial payment to gain access
- *Guest **will not** be checking in at the onsite office

We supply each unit with the first round of household supplies. Anything after this round guest will need to purchase. These items include:

- *Garbage bags
- *Toilet paper
- *Paper towels
- *Dishwasher tablet
- *Bath soap

Each unit has a washer and dryer. We do not offer free linen exchange. We will provide daily cleaning/linen service for an additional fee if requested.

Check out procedures:

- *Check out is at 9am. Central Time. **No later**
- *Remove all personal items. We cannot be responsible for items left
- *Leave **ALL** parking passes, pool tags, swipe cards etc. to avoid fees
- *Load and start dishwasher
- *Remove all food from refrigerator and cabinets
- *Place all garbage in trash chute located in hallway
- *Set thermostat to 76(summer) / 66(winter)
- *Turn off all lights
- *Report any damage immediately
- *Leave all bed linens and towels - Do not start anything in the washing machine

Thank you for booking with Panhandle Property Management