

**The Common Sense
Manual to
4149 West Avenue
OCNJ**

**The unit should be
completely vacated by
2 PM.**

Use garage code 4149 to enter from alley.

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This is a non-smoking home

Welcome to 4149 West Avenue! You should arrive to find everything clean and in order for your vacation. This manual will supply you with all the necessary information to use all the amenities of the property.

Please enter via the alley. Use the key pad on the garage door to your LEFT and enter the code 4149 <enter> House keys will be inside for you, hanging in the kitchen. At the beginning of the season there are 4 or more keys, later in the season, not so much. If the door between garage and home was accidentally locked, there is an emergency key in the white cabinet in garage. Please return the emergency key in the cabinet if you have to use it.

Please note that this is a COMMON SENSE manual because for the vast majority of items, you will read the information and say, "*That's just common sense!*" Unfortunately, 10 years of renting has demonstrated that not all vacationers have common sense. Now that we only rent to people who we believe have common sense, you will probably find all of this information to be useless!

Leave it as you found it!

We also as unit owners, leave all of our “comforts of home” for your use and convenience. For this reason, we require that all vacationers leave the unit and its contents as they found it. That means the items must be left in good repair, cleaned and returned to their proper location.

Beach Tags and Keys

OK, I know it seems obvious but...

**PLEASE leave the 4 beach tags
and keys to the door when you
go home**

NOTE: Children under 12 do not need
beach tags.

Cleaning

- There is a very generous supply of cleaning products in laundry room. There are rubber gloves, buckets and paper towels. There is a working vacuum, mops, and rags in the basket over the washer.
- Please CLEAN the unit before you leave. This means more than Windexing the toothpaste spit on the mirror. Please clean the toilets, wash down the showers with Tilex Mold and Mildew cleaner, wash all the linens, remake the beds, clean the kitchen and appliances, wash the kitchen floor, empty the dishwasher and CLEAN THE GRILL.

Trash

- One kitchen can is for recycling, one for trash.
- One can outside is for recyclables...it has a recycling sticker on it.
- Please keep lids on outside cans. Seagulls will tear the trash apart.
- Trash is picked up twice each week.

Linens

- There will be clean linens on every bed when you arrive.
- If you do not want to be bothered with laundry, you may choose to bring your own linens.
- Please be certain the beds are made with clean house linens when you leave.

Garage Items

Bikes: Yes, there are 4 or 5 bikes that have all been left in full working order. They may look like junk but several of them are actually valuable beach bikes costing \$300+ each to replace. Unfortunately at the beach, everything rusts and looks like trash in very short order! The bikes WILL BE STOLEN if you do not lock them. There are locks in the garage and the codes are 4149 or 4151. USE THE LOCKS and keep the garage door CLOSED when you are not in the garage. If the tires need air, there is a pump. It is no fun coming back and finding 8 flat tires! If you have an accident on the bike, pop the tire, etc. the Tuckahoe Bile Shop on West Avenue can repair most things, while you wait, for just a few dollars (609)398-9700. If you would rather not take on the responsibility of using the bikes, just leave them in the garage.

Chairs: Help yourself to the beach chairs. There are 8-10 to start each season, but some are on their last legs. If they break, just trash them. No need to replace them.

Boogie Boards: Help yourself

Sand Toys: Help yourself

Umbrellas: There is a large commercial grade umbrella. The one in the canvas bag is fairly new and cost \$195. It is heavy and takes 2 people to set up, but it is a great umbrella. You are welcome to use it but please do not put it away wet or sandy.

Consumables

Cleaning supplies: there should be a generous supply of cleaning solutions in the laundry room. Please clean up and accidents or spills as they occur.

Trash Bags: There are trash bags available if needed in bottom drawer in kitchen.

Paper Towels: There are paper towels for cleaning. Please do not use the paper towels for your daily needs as there will not be enough for families later in the summer for cleaning purposes.

Laundry Soap: There is a generous supply of laundry soap. Please use it for the sheets and towels. If you want to go home with suitcases full of clean clothes or want to wash beach towels every night, please provide your own soap.

Kitchen Staples: Please help yourself to spices, sugar, flour, coffee filters, foil, plastic wrap, baggies, trash bags and other staples in the kitchen. These staples are here for everyone's convenience.

Other disposables: The house is typically very well stocked with toilet paper, hand soap, tissues, etc. No need to bring these.

Air Conditioners

All of the air conditioners fairly new. The one in the living room is less than one year old. They are commercial grade hotel air conditioners and work very well. They cool the bedrooms very quickly and very efficiently.

If it is hot, by all means use the air conditioners

Please do not run air conditioning with windows or doors open. (I know, it *SOUNDS* obvious!)

Please do not run air conditioning in rooms you are not using or while no one is here. They will cool in minutes upon your return.

GRILL

Extra bottle of gas under the grill for your use. Wallace's hardware on Asbury carries extras or of course the Home Depot.

Please turn the **GAS OFF** after grilling or the can will be empty for the next user.

Please do not put hot grill up against vinyl siding or railing. (Vinyl = plastic, plastic + fire = melting)

Please do not stomp out cigarettes on the deck...it is fiberglass and it melts (see above) (I know! Can you believe it!??)

OCCUPANCY

Permit: The home is rated by the City of Ocean City for occupancy not to exceed 10. It is considered a fire and safety hazard to have more than 10 people staying in the home.

Visitors: Visitors are permitted up to what is reasonable. Any damages incurred by guests will be the liability of those who have rented the unit. Please only host visitors who have common sense.

Neighbors: The neighbors are CLOSE. Please remember the neighbors to either side or upstairs can hear you very easily. This includes if you are inside. Please be conscious of late night activity, loud music and the use of profanity. As a person who has had to spend many evenings listening to the drunken vacationers next store curse up a storm well past midnight, I know it sort of puts a damper on the evening.

Tenants: The unit is rented to persons 18 years of age and older.

Other Amenities

Quesadilla Makers (2)

Crock Pot (2)

Electric Roasting pan

Electric griddle

Hand mixer

Gas Grill

Sheets, pillow cases, pillows

Bath Towels

Hand Towels

Dish Towels

Beach Towels

Beach Chairs

Sand Toys

Umbrella

Boogie Boards

Bikes

Departure Checklist

We charge at least \$300 less per week because the families we host take good care of the unit and we do not use a “wipe and a promise” cleaning service between tenants. Please welcome the next family by leaving this completed checklist for them.

Family: _____

Bathrooms (3 –remember basement!)

- Shower doors, walls and floors are scrubbed with Mold and Mildew Cleaner
- Toilets are scrubbed inside and out and disinfected
- Bathrooms floors washed with disinfectant
- Sinks and counters cleaned and disinfected
- Mirrors and chrome is clean and polished
- Trash cans empty and sprayed out if needed
- Bathmats and towels are washed and returned.

Kitchen

- Refrigerator emptied and wiped out
- Dishwasher empty
- Sink scrubbed
- Coffee pot thoroughly cleaned out (parts fit in dishwasher)
- Toaster cleaned out and wiped down
- Microwave wiped down inside and out
- Any appliances used are cleaned, dry and returned to proper location
- Trash cans emptied and sprayed out if necessary
- Wash kitchen floor
- Dishtowels and dishrags laundered and returned to kitchen

Bedrooms

- All sheets and pillowcases laundered

- Beds made with clean sheets
- Vacuum
- Empty trash cans

Garage

- Return all items to their proper location
- Sweep if necessary
- Take home anything alive or other items that smell like fish (AKA shells)

Deck

- Clean grill
- Turn off gas at the propane tank
- Wipe table
- Windex sliding door
- Wipe up any large spills on the patio (mop in laundry room)

Living Room

- Windex front door if necessary
- Vacuum
- Wipe tables

Other

- Close all windows
- Lock all doors EXCEPT the door between downstairs shower room and garage
- Turn OFF all lights
- Turn off all AC units and fans
- LEAVE BEACH TAGS!!!**
- LEAVE KEYS!!!!**

Comments: _____

