

## TAHOE MANAGEMENT

P.O. Box 11456 • Zephyr Cove, NV 89448  
601 Highway 50 • Zephyr Heights in the Pine Cone Resort  
(775) 588-4504 • (800) 624-3887  
E-Mail: [info@tahoevacations.com](mailto:info@tahoevacations.com) • [www.tahoevacations.com](http://www.tahoevacations.com)

Dear Guests:

Thank you for staying with TAHOE MANAGEMENT. The following information will help make your stay more comfortable and enjoyable.

**CHECK-IN TIME: 3 PM • CHECK-OUT TIME: 11 AM SHARP!**  
Office Hours: Monday-Saturday, 9 AM to 5 PM • Sunday, 10 AM to 4 PM  
While in Lake Tahoe, please use our local phone: **588-4504**

The number on your KEY TAG is a computer ID number, NOT the Property Address

You are staying at: \_\_\_\_\_ Phone # (775) \_\_\_\_\_

PARKING PERMIT REQUIRED: [ ] YES [ ] NO

<input type="checkbox"/> Lake Village	<input type="checkbox"/> Pinewild	<input type="checkbox"/> Summit Village	<input type="checkbox"/> Tahoe Village
<input type="checkbox"/> Kingsbury	<input type="checkbox"/> Round Hill	<input type="checkbox"/> Zephyr Cove areas	<input type="checkbox"/> Lakeridge
<input type="checkbox"/> Pine Cone Resort	<input type="checkbox"/> Skyland	<input type="checkbox"/> Cave Rock	<input type="checkbox"/> Tahoe Keys

**DO NOT WAIT.** If the unit is found to be unsatisfactory UPON ARRIVAL, or if emergency maintenance or problems arise, please NOTIFY THIS OFFICE AT ONCE (775) 588-4504 or 1-866-696-9591. Do NOT wait until check-out anticipating compensation.

**WARNING!** Our properties DO NOT offer UNLIMITED hot water supply. Most properties have hot water heaters with 50-75 gallon capacity. IF A PLUMBER IS DISPATCHED AT YOUR REQUEST TO EXAMINE A HOT WATER HEATER THAT HAS NOT HAD SUFFICIENT TIME TO RECYCLE, YOU WILL BE RESPONSIBLE FOR THE CHARGES. Therefore, we suggest the following: (a) Stagger your showers, (b) Run the dishwasher and washer during NON-shower times, and (c) Fill Jacuzzi tub after showers, etc. A PLUGGED TOILET CAUSED BY GUESTS – GUEST IS RESPONSIBLE.

**Locked Closets, Cabinets, etc. are Off Limits. There will be fines for breaking in locked areas.**

The **Telephone** in your unit is blocked for Long Distance calls. Use your phone card or cell phone to make long distance calls. Clients at the Pine Cone Resort may use calling card or credit cards.

**Firewood** is not provided. You may purchase bundles at the major grocery stores. DO NOT ATTEMPT TO REMOVE ANY ASHES FROM THE FIREPLACE. Please open the flue when starting a fire.

### **PARKING PERMITS: MOST PERMITS PICKED UP AT TAHOE MANAGEMENT OFFICE**

Lake Village: Pick up Permit at the Lake Village Onsite Office upon arrival.  
Pinewild: Call 588-4743 and give your Condo Number and Vehicle License Plate number(s).

**If your neighbors are disturbing the peace:** Call 586-7250 to file a complaint with the Douglas County Sheriff's Office. Our office is not authorized to handle Civil Complaints.

### **DEPARTURE CHECKLIST • Check-Out Time: 11 AM SHARP!**

1. Turn in all keys, parking passes and gate cards no later than 11 AM at the 601 Highway 50 Office. Please use Key Drop Box by office door during non-business hours.
2. Please leave kitchen clean.
3. Dispose of trash in outdoor bear-proof garbage cans/dumpsters only. Do not just place outdoors.
4. Lock all doors and windows securely. Please close all drapes and blinds.
5. Set the thermostat at 65 degrees during winter months. Do not turn the heat off!
6. Do not clean fireplace. Please close fireplace damper.