

# Check In and Check Out Procedures

## Townhouse at Little Bay

Please read thoroughly and let us know if you have any questions!

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- The week of your arrival, Amanda, our U.S. property manager will speak with you over the phone to go over these procedures and any other questions you may have. She will be available by phone or email from that point until the end of your trip if needed.
- Upon arrival to Jamaica, please call our Jamaican property manager Anna at (876) 485.3537 to let her know you have landed. Please note, you are not allowed to use your phone during the immigration and customs process. Please call before you enter customs and immigration.
- There are many drivers and shuttles from the airport to Negril. They will be located outside the arrival gate at the airport, after you are done with customs and immigration. If you would like to acquire a ride before your arrival, please let us know. Our driver Linley, would be more than happy to be your airport transportation, both to and from the airport. The cost for Linley's roundtrip shuttle for 1-2 people is \$130.00 or \$70.00 one way. For 3 or more people, please add an additional \$25.00 per person each way. Kids travel free. For an additional \$15.00, Linley can stop at a grocery store to stock up on groceries. You will pay these fees directly to Linley upon arrival.
- The security guards at the front gate of Little Bay Country Club have your name and number of guests in your group and will be anticipating your arrival. Please have a photo ID ready to show them.
- Anna will be at our home to welcome you. She will answer any questions that may have come up and will get you settled in. From there, you will be able to contact Anna with any questions or concerns you have during your stay.
- Anna will check in with you halfway through your time at Little Bay and do a quick cleaning and also go over check out procedures once more. This cleaning fee will be covered by the homeowners.
- On the day before your departure, please let Anna know what time your flight home is and what time you would like Linley to pick you up to take you back to the airport in Montego Bay. We suggest leaving Negril at least 3 hours before your flight.
- Before you leave our Townhouse at Little Bay, we ask that you please tidy up and make sure you have all of your belongings. Upon inspection, your security deposit (if paid) will be refunded no more than 7 days after you check out.

## Contact Information

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- Amanda Elliott - U.S. Property Manager  
Email : info@beachesorbleachers.com OR beachesorbleachers@gmail.com  
Cell : (563) 607.7778
- Tom Langan - Property Owner  
Email : info@beachesorbleachers.com OR beachesorbleachers@gmail.com  
Cell : (563) 506. 0992
- Susan Langan - Property Owner  
Email : info@beachesorbleachers.com OR beachesorbleachers@gmail.com  
Cell : (563) 506.0994
- Anna Grant : Jamaican Property Manager  
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- Linley Grant : Jamaican Chauffeur  
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