



DATE: _____
 GUEST: _____

Thank you for choosing our home for your holidays. We hope that you enjoy your stay!

Location

The property is located at

Address

Town/City, Region, Post Code

Contact Phone

The instructions to arrive to the property are

Booking Details

Your booking details are:

Check-in Date after pm *(No early check-in please)*

Check-out Date by am

Number of Adults: Number of Children: Number of Pets:

These are the extra services that you have hired:

Payment Details

Currency: EUR GBP USD Other

Your deposit amount is . The amount for the extra services is .

The total payment amount is .

1st payment of due (days prior)

2nd payment of due (days prior)

Please sign and return the rental rules that we sent you.

As soon as we receive your final payment, we will send you the rental instructions (including keys pick up).

Kind regards,



NEW ARRIVAL CHECK LIST

- Send booking confirmation/receipt

- Review guest details: Name, N° guests, Contact information, etc.

- Review for extras requests and have them ready.

- Send pick up key instructions

- Send property directions

- Check arrival time & date

- Clean and prepare the property

- Check Departures time & date

- Welcome folder at the property:

 - Welcome letter

 - Amenities and facilities instructions.

 - Map of the area.

 - Surrounding sites of interest.

 - Some local activities brochures.

 - Check-out instructions.

 - Inventory list.

CLEANING CHECK LIST

Enter the date of the clean in the first box where it says "DATE". As you perform the clean, go down the column and check the box, or put your name when each task is complete.

DATE	//	//	//	//	//	//	//	//	//
Run and empty the dishwasher									
Clean and sanitize all the surfaces									
Clean and sanitize all appliances (toaster, juice maker and coffee machine)									
Clean and sanitize inside the microwave and oven									
Clean and sanitize the refrigerator and remove all food left									
Replenish supplies (soap, dish detergent, trash bags and paper towels)									
Sweep and mop or/and vacuum clean the floors.									
Remove trash; clean & sanitize trash can, if needed									
Clean & polish windows & windowsills, if needed									
Replace any burnt-out light bulbs									

 CLEANING CHECK LIST

Enter the date of the clean in the first box where it says "DATE". As you perform the clean, go down the column and check the box, or put your name when each task is complete.

DATE	//	//	//	//	//	//	//	//	//
Dust and clean all surfaces, including dresser, bedside table...									
Dust all appliances including lamps, ceiling fans, & blinds									
Wash & change linens									
Sweep/mop or vacuum floors, including underneath the bed									
Remove trash; clean & sanitize trash can									
Clean & polish windows & windowsills									
Replace any burnt-out light bulbs									

 CLEANING CHECK LIST

Enter the date of the clean in the first box where it says "DATE". As you perform the clean, go down the column and check the box, or put your name when each task is complete.

DATE	//	//	//	//	//	//	//	//	//
Clean and sanitize all surfaces, including countertops, sink, and faucets									
Clean and sanitize the toilet									
Clean and polish the mirror									
Wash and change towels									
Replenish amenities, including soap, shampoo & conditioner									
Sweep and mop the floor									
Remove trash; clean & sanitize trash can									
Clean and polish windows and windowsills									
Replace any burnt-out light bulbs									

 CLEANING CHECK LIST

 Laundry

Enter the date of the clean in the first box where it says "DATE". As you perform the clean, go down the column and check the box, or put your name when each task is complete.

DATE	//	//	//	//	//	//	//	//	//
Make sure the washer and dryer are empty									

 Exteriors

DATE	//	//	//	//	//	//	//	//	//
Wipe down and clean patio furniture including chairs, tables BBQ									
Sweep entrance/deck									
Replace any burnt-out light bulbs									



INVENTORY LIST OF THE PROPERTY



Living Room

Item	QTY
TV	<input type="checkbox"/>
Stereo	<input type="checkbox"/>
DVD/Blue-Ray player	<input type="checkbox"/>
Game Console	<input type="checkbox"/>
Coffee Table	<input type="checkbox"/>
Chair	<input type="checkbox"/>
Sofa	<input type="checkbox"/>
Lamp	<input type="checkbox"/>
Curtains/Blinds	<input type="checkbox"/>
Light bulbs	<input type="checkbox"/>
Carpet/Flooring	<input type="checkbox"/>
Wall Decoration	<input type="checkbox"/>
Ceiling Decoration	<input type="checkbox"/>



Dining Room

Item	QTY
Table	<input type="checkbox"/>
Chairs	<input type="checkbox"/>
Sideboard	<input type="checkbox"/>
Lamp	<input type="checkbox"/>
Curtains / Blinds	<input type="checkbox"/>
Light bulbs	<input type="checkbox"/>
Carpet/Flooring	<input type="checkbox"/>
Ceiling Decoration	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>



Kitchen

Item	QTY
Refrigerator	<input type="checkbox"/>
Freezer	<input type="checkbox"/>
Washing machine	<input type="checkbox"/>
Dishwasher	<input type="checkbox"/>
Cooker/oven	<input type="checkbox"/>
Extractor/fan	<input type="checkbox"/>
Hob	<input type="checkbox"/>
Microwave	<input type="checkbox"/>
Kettle	<input type="checkbox"/>
Toaster	<input type="checkbox"/>
Teapot	<input type="checkbox"/>
Coffee machine	<input type="checkbox"/>
Cups	<input type="checkbox"/>



Kitchen

Item	QTY
Mugs	<input type="checkbox"/>
Glasses	<input type="checkbox"/>
Saucers	<input type="checkbox"/>
Side plates	<input type="checkbox"/>
Bowls	<input type="checkbox"/>
Medium plates	<input type="checkbox"/>
Dinner plates	<input type="checkbox"/>
Teaspoons	<input type="checkbox"/>
Soup Spoons	<input type="checkbox"/>
Tablespoons	<input type="checkbox"/>
Large knives	<input type="checkbox"/>
Small knives	<input type="checkbox"/>
Large forks	<input type="checkbox"/>
Small forks	<input type="checkbox"/>
Baking tins	<input type="checkbox"/>
Wine glasses	<input type="checkbox"/>



Kitchen

Item	QTY
Sauce pans	<input type="checkbox"/>
Frying pans	<input type="checkbox"/>
Storage containers	<input type="checkbox"/>
Cook's Knives	<input type="checkbox"/>
Corkscrew	<input type="checkbox"/>
Tin opener	<input type="checkbox"/>
Peeler	<input type="checkbox"/>
Wooden/plastic spoon	<input type="checkbox"/>
Wooden/plastic spatula	<input type="checkbox"/>
Slotted spoon	<input type="checkbox"/>
Ladle	<input type="checkbox"/>
Colander	<input type="checkbox"/>
Casserole dishes	<input type="checkbox"/>
Rolling pin	<input type="checkbox"/>
Chopping board	<input type="checkbox"/>
Fruit bowl	<input type="checkbox"/>



Kitchen

Item	QTY
Table cloth	<input type="checkbox"/>
Table	<input type="checkbox"/>
Chairs	<input type="checkbox"/>
Clock	<input type="checkbox"/>
Pedal bin	<input type="checkbox"/>
Curtains/blinds	<input type="checkbox"/>
Light bulbs	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>
Worktops	<input type="checkbox"/>
Sink	<input type="checkbox"/>
Drawers	<input type="checkbox"/>



INVENTORY LIST OF THE PROPERTY



Hall and Stairs

Item	QTY
Mirror	<input type="checkbox"/>
Clock	<input type="checkbox"/>
Curtains/Blinds	<input type="checkbox"/>
Carpet/Flooring	<input type="checkbox"/>
Ceiling decoration	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>



Storage/Utility Room

Item	QTY
Vacuum cleaner	<input type="checkbox"/>
Mop	<input type="checkbox"/>
Bucket	<input type="checkbox"/>
Broom	<input type="checkbox"/>
Dustpan and brush	<input type="checkbox"/>



Bathroom

Item	QTY
Hand Basin	<input type="checkbox"/>
Bath	<input type="checkbox"/>
Bath mat	<input type="checkbox"/>
Shower	<input type="checkbox"/>
Shower curtain	<input type="checkbox"/>
Toilet brush	<input type="checkbox"/>
Towels	<input type="checkbox"/>
Bin	<input type="checkbox"/>
Mirror	<input type="checkbox"/>
Scales	<input type="checkbox"/>
Curtains/Blinds	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>



Bedroom 1

Item	QTY
Bed	<input type="checkbox"/>
Chair	<input type="checkbox"/>
Bedside table	<input type="checkbox"/>
Reading lamp	<input type="checkbox"/>
Wardrobe	<input type="checkbox"/>
Dressing table	<input type="checkbox"/>
Rug	<input type="checkbox"/>
Duvet	<input type="checkbox"/>
Pillow	<input type="checkbox"/>
Fitted sheet	<input type="checkbox"/>
Flat sheet	<input type="checkbox"/>
Blanket	<input type="checkbox"/>
Pillow case	<input type="checkbox"/>
Duvet cover	<input type="checkbox"/>
Mirror	<input type="checkbox"/>
Curtains/blinds	<input type="checkbox"/>
Light bulbs	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>



Bedroom 2

Item	QTY
Bed	<input type="checkbox"/>
Chair	<input type="checkbox"/>
Bedside table	<input type="checkbox"/>
Reading lamp	<input type="checkbox"/>
Wardrobe	<input type="checkbox"/>
Dressing table	<input type="checkbox"/>
Rug	<input type="checkbox"/>
Duvet	<input type="checkbox"/>
Pillow	<input type="checkbox"/>
Fitted sheet	<input type="checkbox"/>
Flat sheet	<input type="checkbox"/>
Blanket	<input type="checkbox"/>
Pillow case	<input type="checkbox"/>
Duvet cover	<input type="checkbox"/>
Mirror	<input type="checkbox"/>
Curtains/blinds	<input type="checkbox"/>
Light bulbs	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>



Bedroom 3

Item	QTY
Bed	<input type="checkbox"/>
Chair	<input type="checkbox"/>
Bedside table	<input type="checkbox"/>
Reading lamp	<input type="checkbox"/>
Wardrobe	<input type="checkbox"/>
Dressing table	<input type="checkbox"/>
Rug	<input type="checkbox"/>
Duvet	<input type="checkbox"/>
Pillow	<input type="checkbox"/>
Fitted sheet	<input type="checkbox"/>
Flat sheet	<input type="checkbox"/>
Blanket	<input type="checkbox"/>
Pillow case	<input type="checkbox"/>
Duvet cover	<input type="checkbox"/>
Mirror	<input type="checkbox"/>
Curtains/blinds	<input type="checkbox"/>
Light bulbs	<input type="checkbox"/>
Wall decoration	<input type="checkbox"/>

Dear Guest,

Note that departure time is at

Before you leave, please help us to prepare for our next guests.

- Please take out all rubbish bags, including bathroom rubbish bags, out to the rubbish bins.
- Please load all dishes into the dishwasher and run it on a normal cycle.
- Please turn off the heating or the Air Conditioning.
- Please lock all doors and close all windows.
- Review all the drawers and check that you didn't leave anything behind (mobile charger, clothes, money...)
- Please return the keys to _____

We'd also appreciate if you leave us a review. We love to hear your opinion.

We hope you had a great stay with us and hope to see you again soon.
Have a safe journey home!

Dear Guest,

Welcome!

We hope you have arrived safely and had no trouble finding our home.

We know you must be ready to relax and start your holiday, and we want you to feel at home. We ask you to go through the home and report any problems you might find **within the first 24 hours**.

For any issue you can call

or email

You will find a folder with information about the house and the local area. If you have any further questions during your stay, feel free to contact us.

The emergency number is

We hope you enjoy your stay with us and hope to see you again soon!

Regards,