

Check-In Form

This form is designed so that the guest can quickly check the cleanliness of the rental property and check any damage that might be present. Any damage or problems with cleanliness should be immediately reported to the owner(s)

Living Room

- | | | |
|---|------------------------------|-----------------------------|
| Floor clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Entrance tile clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tables clean and undamaged | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Windows clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Couch, loveseat, chair clean and undamaged | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fireplace Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lamps Working | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TV, VCR, DVD, Satellite working and undamaged | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If No, Report Damage or Cleaning Problems:

Kitchen

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| Floor Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Counters Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stove and Oven Clean and working | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Refrigerator Clean and working | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Island Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dishwasher clean and unloaded | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage Empty | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Plates and Glasses Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pot and Pans Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Silverware and Utensils Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If No, Report Damage or Cleaning Problems:

Dining Room

- Floor clean Yes No
- Table clean and undamaged Yes No
- Chairs clean and undamaged Yes No
- Cloth Napkins Clean Yes No
- Table Cloths Clean Yes No

If No, Report Damage or Cleaning Problems:

Hall

- Floor Clean Yes No

If No, Report Damage or Cleaning Problems:

Twin Bedroom (Bedroom 2)

- Beds are made Yes No
- Sheets are clean Yes No
- Floor is clean Yes No
- Dresser is clean and undamaged Yes No
- Fan and lights are working Yes No
- Closet is clean Yes No
- Alarm clock is working Yes No
- Washer and Dryer are clean and working Yes No

If No, Report Damage or Cleaning Problems:

Queen Bedroom (Bedroom 3)

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| Bed is made | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sheets are clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Floor is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dresser is clean and undamaged | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fan and lights are working | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Closet is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alarm clock is working | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If No, Report Damage or Cleaning Problems:

Main Bath

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| Bathtub and surround is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Toilet is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sink and vanity is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mirror is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Floor is clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bath mats are clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Toilet paper is provided | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If No, Report Damage or Cleaning Problems:

Stair Way

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| Coat Closet is Clean | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stairs are Clean and Vacuumed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If No, Report Damage or Cleaning Problems:

Loft

- Floor Clean Yes No
- Lamp Working Yes No
- Futon is made Yes No
- Futon sheets are clean Yes No

If No, Report Damage or Cleaning Problems:

Master Bedroom

- Bed is made Yes No
- Sheets are clean Yes No
- Floor is clean Yes No
- Dressers are clean and undamaged Yes No
- Fan and lights are working Yes No
- Rug is clean, vacuumed and undamaged Yes No
- Walk in closet is clean Yes No
- Alarm clock is working Yes No
- Desk is clean and undamaged Yes No
- Computer is working Yes No

If No, Report Damage or Cleaning Problems:

Master Bathroom

- Jacuzzi is clean Yes No
- Shower is clean Yes No
- Toilet is clean Yes No
- Sink and vanity is clean Yes No
- Mirror is clean Yes No
- Floor is clean Yes No
- Bath mats are clean Yes No
- Toilet paper is provided

If No, Report Damage or Cleaning Problems:

Grounds

- Outside of cabin is free of debris Yes No
- Outside of cabin is undamaged Yes No
- Exterior lights are working Yes No
- Pier area is clean an undamaged Yes No
- Shoreline is clean Yes No

If No, Report Damage or Cleaning Problems:

Please report any other damage or areas of concern here.

Please sign this form and return it with the rental key. Report all No items to the owners immediately.

_____ Guest(s)

_____ Date