

Check-In Form

Guest Name: (Please Print) _____

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	Yes	No
Entrance tile clean	Yes	No
Tables clean and undamaged	Yes	No
Windows clean	Yes	No
Couch, loveseat, chair clean and undamaged	Yes	No
Fireplace Clean	Yes	No
Lamps Working	Yes	No
TV, VCR, DVD, Satellite working and undamaged	Yes	No

If No, Report Damage or Cleaning Problems:

Kitchen

Floor Clean	Yes	No
Counters Clean	Yes	No
Stove and Oven Clean and working	Yes	No
Refrigerator Clean and working	Yes	No
Island Clean	Yes	No
Dishwasher clean and unloaded	Yes	No
Garbage Empty	Yes	No
Plates and Glasses Clean	Yes	No
Pot and Pans Clean	Yes	No
Silverware and Utensils Clean	Yes	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
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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	Yes	No
Sheets are clean	Yes	No
Floor is clean	Yes	No
Dresser is clean and undamaged	Yes	No
Night stands are clean and undamaged	Yes	No
Fan and lights are working	Yes	No
Closet is clean	Yes	No
Alarm clock is working	Yes	No

If No, Report Damage or Cleaning Problems:

Main Bath

Bathtub and surround 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	Yes	No

If No, Report Damage or Cleaning Problems:

Stair Way

Coat Closet is Clean	Yes	No
Stairs are Clean	Yes	No

If No, Report Damage or Cleaning Problems:

Eagle's Nest Cabin Rental Check-In Form

Loft

Floor Clean	Yes	No
Lamp Working	Yes	No
Night stands are clean and undamaged	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
Night stands are clean and undamaged	Yes	No
Bookcase is clean and undamaged	Yes	No
Futon is made	Yes	No
Futon sheets are clean	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	Yes	No

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

FORM MUST BE REUTRND
WITH KEY TO OWNER AT
END OF THE RENTAL BY MAIL