

ARRIVAL CHECK LIST

- Unit Clean
- Balance Due
- Confirmation Signed
- All Credit Card Slips Signed
- Credit Card Imprint & ID Copied
- Keys Checked - Spa/Alarm Info
- # Keys Release
- # Garage Remotes & addendum signed
- Pet Deposit

OWNER/FRIEND RESERVATION:

- (O) Owner (F) Friend Booking
- # Keys Released
- Owner C/I Chrgd \$ _____
- Owner Lockbox \$ _____

TRAVEL AGENCY BOOKINGS:

- Wholesaler Form Signed
- Travel Agency Registration Form
- Voucher Collected - Orig. to Lennette
- Copy Attached to Paperwork
- Detailed Map & Written Directions
- Initial & Time on Arrival List
- Computer Check In

Checked In By: _____

DEPARTURE CHECK LIST

- Signed Confirm & CC Slips
- All Keys Returned*
- Keys Not Returned - Added in Spl Pkgs*
- #Garage Remotes returned*
- All Payments Received
- Credit Card Imprint
- Back 2 Back -Hskp Informed*
- Early/Late Check Out Form Completed *
- Chng in Comp - Add 2 Depart List *
- All Passes Returned
- Thank You for Staying with Us! Smile!!*
- Checked Out in Computer*

Checked Out By: _____

Revised 2/3/2005

ARRIVAL CHECK LIST

- Unit Clean
- Balance Due
- Confirmation Signed
- All Credit Card Slips Signed
- Credit Card Imprint & ID Copied
- Keys Checked - Spa/Alarm Info
- # Keys Release
- # Garage Remotes & addendum signed
- Pet Deposit

OWNER/FRIEND RESERVATION:

- (O) Owner (F) Friend Booking
- # Keys Released
- Owner C/I Chrgd \$ _____
- Owner Lockbox \$ _____

TRAVEL AGENCY BOOKINGS:

- Wholesaler Form Signed
- Travel Agency Registration Form
- Voucher Collected - Orig. to Lennette
- Copy Attached to Paperwork
- Detailed Map & Written Directions
- Initial & Time on Arrival List
- Computer Check In

Checked In By: _____

DEPARTURE CHECK LIST

- Signed Confirm & CC Slips
- All Keys Returned*
- Keys Not Returned - Added in Spl Pkgs*
- #Garage Remotes returned*
- All Payments Received
- Credit Card Imprint
- Back 2 Back -Hskp Informed*
- Early/Late Check Out Form Completed *
- Chng in Comp - Add 2 Depart List *
- All Passes Returned
- Thank You for Staying with Us! Smile!!*
- Checked Out in Computer*

Checked Out By: _____

Revised 2/3/2005