

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)

Entry

Entrance tile clean	Yes	No
Bench clean and undamaged	Yes	No
Door clean and undamaged	Yes	No
Entry deck and stairs clean	Yes	No
Entry interior and exterior lights working	Yes	No

If No, Report Damage or Cleaning Problems:

Living Room

Floor clean	Yes	No
Entrance tile clean	Yes	No
Side tables clean and undamaged	Yes	No
Windows clean	Yes	No
Couches, loveseats, chairs clean and undamaged	Yes	No
Fireplace clean	Yes	No
Lamps working	Yes	No
TV, DVD, Satellite working and undamaged	Yes	No
Sound system working	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
Windows clean	Yes	No
Bar stools clean and undamaged	Yes	No

If No, Report Damage or Cleaning Problems:

Kitchen

Floor Clean	Yes	No
Counters Clean	Yes	No
Oven Clean and working	Yes	No
Refrigerator Clean and working	Yes	No
Island Clean	Yes	No
Cook top Clean and working	Yes	No
Dishwashers 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
TV / Computer – Working and undamaged	Yes	No

If No, Report Damage or Cleaning Problems:

Lower Hall

Floor Clean	Yes	No
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Main Floor Laundry

Floor Clean	Yes	No
Washer is clean and working	Yes	No
Dryer is clean and working	Yes	No

If No, Report Damage or Cleaning Problems:

Twin Bedroom (Bedroom 2) Birds of Prey

Beds are 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
Closet is clean	Yes	No

If No, Report Damage or Cleaning Problems:

Twin Bedroom (Bedroom 3) Birds of the Garden

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

If No, Report Damage or Cleaning Problems:

Main Level Bath (Bath 2)

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:

Master Bedroom (Bedroom 1)

Bed is made	Yes	No
Sheets are clean	Yes	No
Floor is clean	Yes	No
Dressers are clean and undamaged	Yes	No
Carpet is clean	Yes	No
Fan and lights are working	Yes	No
Closet is clean	Yes	No
Alarm clock is working	Yes	No
Desk is clean and undamaged	Yes	No
Computer is working	Yes	No
Printer is working and undamaged	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
Sinks and vanity are 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:

Stair Way Upstairs

Railing is Undamaged	Yes	No
Stairs are Clean and Vacuumed	Yes	No

If No, Report Damage or Cleaning Problems:

Loft

Floor Clean	Yes	No
Lamps Working	Yes	No
Tables Clean	Yes	No
Queen Futon is clean and undamaged	Yes	No
Futon chairs are clean and undamaged	Yes	No

If No, Report Damage or Cleaning Problems:

Queen Bedroom (Bedroom 4) Up North

Beds are made	Yes	No
Sheets are clean	Yes	No
Floor is clean	Yes	No
Dressers are clean and undamaged	Yes	No
Desk and chair 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:

Queen Bedroom (Bedroom 5) Bears

Beds are 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
Closet is clean	Yes	No
Alarm clock is working	Yes	No

If No, Report Damage or Cleaning Problems:

Second Floor Bath (Bath 3)

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 Downstairs

Stairs are Clean and Vacuumed	Yes	No
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If No, Report Damage or Cleaning Problems:

Bar Area

Bar is clean and undamaged	Yes	No
Bar chairs are clean and undamaged	Yes	No
Bar sink is clean	Yes	No
Bar glasses are clean and undamaged	Yes	No
Beverage cooler is working and clean	Yes	No
Wine cooler is working and clean	Yes	No
Microwave is working and clean	Yes	No

If No, Report Damage or Cleaning Problems:

Entertainment Room

Fireplace is Clean	Yes	No
Floor is Clean	Yes	No
Foosball Table is undamaged and working	Yes	No
Air Hockey Table is undamaged and working	Yes	No
Stereo system is working	Yes	No
Pool table is clean and undamaged	Yes	No
Dart board is undamaged and working	Yes	No
Projector is working	Yes	No

If No, Report Damage or Cleaning Problems:

Twin Bedroom (Bedroom 6) Quilts

Beds are 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
Closet is clean	Yes	No

If No, Report Damage or Cleaning Problems:

Twin Bedroom (Bedroom 7)

Beds are 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
Closet is clean	Yes	No
Alarm clock is working	Yes	No

If No, Report Damage or Cleaning Problems:

Basement Bathroom (Bath #4)

Jacuzzi is clean	Yes	No
Shower is clean	Yes	No
Toilet is clean	Yes	No
Sinks and vanity are 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:

Jacuzzi tub has known damage on the edge of the tub.

Sauna

Floor and Benches are clean	Yes	No
Sauna is operational	Yes	No

If No, Report Damage or Cleaning Problems:

Screen Porch

Area is clean	Yes	No
Table and chairs are clean and undamaged	Yes	No
Lights are working	Yes	No
Screens and doors undamaged	Yes	No

If No, Report Damage or Cleaning Problems:

Deck

Area is clean	Yes	No
Table and chairs are clean and undamaged	Yes	No
Cushions are clean and undamaged	Yes	No
Grill is clean and operational	Yes	No

If No, Report Damage or Cleaning Problems:

Hot Tub

Area is clean	Yes	No
Cover is clean and undamaged	Yes	No
Water is clean and warm	Yes	No
Unit is operational	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 and undamaged	Yes	No
Shoreline is clean	Yes	No

If No, Report Damage or Cleaning Problems:

Blue Heron Lodge Rental Check-In Form

Please report any other damage or areas of concern here.

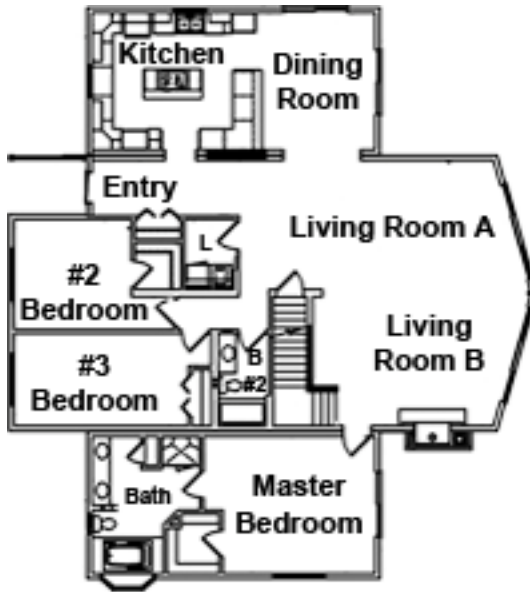
Please sign this form and return it with the rental key. Report all No items to the owners immediately.

_____ Guest(s)

_____ Date

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

Main Floor



Walk Out Level



Second Floor

