

# Airbnb Guest Departure Procedure Form

Guest Name

Property Address

Checkout Date

## Guest Departure Checklist

Trash removed and bins emptied

Dishes washed or loaded into dishwasher

Used towels placed in designated area

All lights and appliances turned off

Heating/AC returned to recommended setting

Windows and doors locked

Keys returned as agreed

## Comments / Issues Noticed

Guest Signature

Date Signed