

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