

Lodging Guest Checkout Process Sheet

Guest Information

Guest Name:	Room Number:
Check-in Date:	Check-out Date:
Phone Number:	Reservation Number:

Checkout Steps

1. Room Inspected
2. Room Key Collected
3. Minibar Checked
4. Outstanding Bills Reviewed
5. Personal Items Returned
6. Feedback/Comments Collected
7. Checkout Confirmed

Room & Items Status

Item / Area	Status	Remarks
Beddings/Towels		
Furniture		
Appliances		
Bathroom		
Minibar		
Other (Specify)		

Settlement & Feedback

Outstanding Balance:	Payment Method:
Guest Comments / Feedback:	

Guest Signature

Staff Signature

Date