

Francyn Villa - Guest Registration Form



Entry date :

Exit date:

Details of Guest making booking on behalf of group

Name :

Nationality :

Primary address:

Contact email:

Contact number:

Details of each guest

Name	Signature (if over 18 years of age)	ID type : Passport (PP) or Drivers Permit(DP)	Identification number	Nationality
1				
2				
3				
4				
5				
6				
7				
8				

Checklist	Please tick (v)	Notes
Inventory reviewed and checked?	<input type="radio"/>	
Keys handed over?	<input type="radio"/>	
Safe demonstrated?	<input type="radio"/>	
Guest Manual reviewed?	<input type="radio"/>	
Gas demonstrated?	<input type="radio"/>	
Television and Cable demonstrated?	<input type="radio"/>	
Internet password given?	<input type="radio"/>	
Agreement on day for cleaning?	<input type="radio"/>	
Deposit of 500 US paid?	<input type="radio"/>	

Notes: detail any special requests eg cooking etc

I confirm that I have reviewed the Guest Manual including the rules and regulations associated with Villa use and in particular have noted clauses with respect to Waiver and Release from liability, The Tenancy and Damage to Property. I also certify that I am authorised to agree the Terms and Conditions on behalf of all persons included in the party, including those substituted or included at a later date and I agree to take responsibility for the party occupying the property. I hereby agree to all the Villa rules and regulations.

Name :

Signature :

Date:

Francyn Villa - Guest Departure Form



Departure date :		Checkout time:	
Details of Guest signing out on behalf of group			
Name :		Identification:	
Primary address:			
House Manager Checklist	Please tick (v)	Notes	
Inventory reviewed and checked?	<input type="radio"/>		
Keys handed over by tenant?	<input type="radio"/>		
Deposit returned less any deductions?	<input type="radio"/>		
Details of damage necessitating deduction from deposit (to be completed by house manager)			
Total deduction:			
I confirm that deposit has been returned less any deductions .			
Name of guest :		Signature:	
Email:		Phone contact:	
Guest Feedback			
Your feedback is important to us! Please feel free to comment on your stay:			
Signature:			