

# Homestay Arrival & Departure Checklist

Guest Name:

Host Name:

Check-in Date:

Check-out Date:

Room/Unit:

## Arrival Checklist

- ☐ Identification Provided
- ☐ Room Key/Access Given
- ☐ WiFi Details Provided
- ☐ House Rules Explained
- ☐ Emergency Contacts Shared
- ☐ Tour of Facilities Done
- ☐ Payment Settled

Arrival Notes:

## Departure Checklist

- ☐ Room Inspected
- ☐ All Keys Returned
- ☐ Belongings Checked
- ☐ Outstanding Payments Cleared
- ☐ Feedback Collected

Departure Notes: