



PRE-INSPECTION DAMAGE ROOM CHECKLIST FORM

Property: _____ Unit: _____

Guest Name: _____ Date/Time: _____

Guest Responsibility:

Your condominium is privately owned, all items including décor and furnishings belong to the homeowner. Items missing or broken will be billed to your account. Please do a thorough unit inspection, complete this form and return immediately to protect your-self from charges for any pre-existing damage in the unit. Excessive trash, dirty kitchen ware and moved furniture are also considered damage and may result in additional cleaning fee. It is assumed that any unreported damages occurred during your stay and compensation for all repairs will be taken out of your credit card on file.

Please **DO NOT SMOKE** in the condominiums, all Units are NON-SMOKING of any substance. Smoking in the condo will result in a minimum charge of \$250.00.

This form must be returned to the Front Desk within ONE HOUR of check-in on arrival day. If NO DAMAGE if found, please check the box. Otherwise note any existing damage specific to that item on the line below.

- DOORS/DRAWERS: (open and close, not cracked)**

- LOCK/KEYS:**

- WALLS: (scuffs, drywall damage, paint chips)**

- WINDOWS & BLINDS: (strings, slats and curtains)**

- CARPETING: (stains, rips, tears)**

FURNITURE/LAMPS/SHADES:

SOFA SLEEPER FRAME: (pull out to make sure frame glides in & out of sofa, not bent/broken)

LAMPS & LIGHTS:

APPLIANCES & HOUSEHOLD ITEMS: (refrigerator drawers, stove top, oven, etc)

SINKS AND FAUCETS: (scratches, working)

SHOWERS & TUBS: (scratches, working)

TOILETS: (not cracked)

BEDS:

ANY OTHER DAMAGE PLEASE NOTE BELOW:
