

ARRIVAL REPORT

GOODSTAYS TEAM

Sequence Number

Date Submitted

Submitted By

ARRIVAL

Inspection Date

Departure Date

Inspection Type

PROPERTY DETAILS

Property Code

Property Name

Address

Suburb


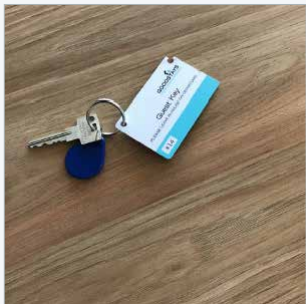

Postcode

OWNER INFORMATION

Owner Name

Owner Email

ARRIVAL CHECKLIST

| ARRIVAL | | |
|--|------|---|
| Arrival check relevant photos | Yes |  |
| Lock Box Code currently is | 0000 | |
| Lock box code confirmed correct | Yes | |
| Key is present in lockbox | Yes | |
| Photo of Guest Keys | Yes |  |
| ENTRANCE AREA | | |
| Entrance area is clean and presentable | Yes | |
| Exterior entrance light is switched on | Yes | |
| INTERNAL ELECTRICAL DISTRIBUTION BOARD | | |
| All circuits are switched on | Yes | |
| Photo of internal circuit board | Yes |  |
| Hot water main switch is on at the circuit board | Yes | |
| Hot water switch at the cylinder is switched on | Yes | |

| HEATING | | |
|---|-----|---|
| Heating sources are switched on and operational | Yes | |
| Check timers are set correctly to ensure property is warm for the expected arrival time | Yes | |
| Fireplace is clean and there is adequate wood / kindling (Internal / External) | N/A | |
| If the property requires firewood confirm that this has been organized | N/A | |
| Property has adequate heating in living space and bedrooms | Yes | |
| If heating is inadequate for the property please comment on how this is rectified for the arrival | | |
| Have Goodstays heaters been added to the property | N/A | |
| If Goodstays heaters have been added - How many and in which rooms | | |
| INTERNET | | |
| Check that the Wifi can be connected to | Yes | |
| Confirm username and password is correct | Yes | |
| Speed test / website test is successful | Yes | |
| Speed Test Screen Shot | | |
| Television / Home Theatre | | |
| TV is working and receiving channels | Yes | |
| Sky box / Freeview / Dish TV /Netflix etc is working correctly | Yes | |
| Remote controls are clean and working - Batteries | Yes | |
| OVERALL CLEANLINESS | | |
| Carpets / Flooring - vacuumed /mopped | Yes | |
| Surfaces wiped down | Yes | |
| Oven clean | Yes | |
| Dishwasher clean | Yes | |
| Fridge clean | Yes | |
| Microwave clean | Yes | |
| Kitchen Amenities - Tea Towels / Rubbish Bags / Roll Blue Wipes / Dishwasher Tabs | Yes | |
| Kitchen Amenities Photos | Yes |  |

| | | |
|---|-----|--|
| Crockery / cutlery / pots / pans /utensils / glassware / cookware - adequate numbers and in good condition - Replacement items if required are to be listed in the replacement items section below. | Yes | |
| Oven / cook tops have been checked and are operational | Yes | |
| Kitchen extractor fan working | Yes | |
| Washing machine clean and working | Yes | |
| Dryer filter clean | Yes | |
| Bathrooms / toilets clean - toilet paper supplied | Yes | |
| All beds made and linen supplied and presentable | Yes | |
| EXTERIOR CLEANLINESS | | |
| Outdoor furniture is clean /serviceable and presentable | Yes | |
| BBQ is clean | N/A | |
| Photo of clean BBQ | | |
| Photo of BBQ Cleaning products | | |
| BBQ gas bottle is full | | |
| Gas bottle supply (Large gas bottles) is adequate or additional bottles ordered | | |
| Spa pool is clean and operational / heating turned on (If applicable) | N/A | |
| Spa Pool Photo - Control Panel switched on | | |
| Garage remote / switch is present and operational (If applicable) | N/A | |

Comments /
Further Action

SIGN OFF

Completion Date

Prepared By

Signed - On behalf
of Goodstays

Signed

