

# CHECK-IN FORM



Agreement between

## Guest Details

Name \_\_\_\_\_ Mobile \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Vehicle Registration \_\_\_\_\_ Drivers License # \_\_\_\_\_  
Guest Collecting Keys (on your behalf) \_\_\_\_\_

and **Pacific Palms Real Estate (as agents for the owner of the property).**

## Reservation Details

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_  
Property \_\_\_\_\_ Estimated Time of Arrival \_\_\_\_\_

### Holding Security Bond

Credit Card Details : Amex B/card M/card Visa Diners  
Card Number : ...../...../...../.....  
Name on Card : ..... EXP: .....

I authorise Pacific Palms Real Estate the use of the above credit card for the charging of the Security Bond for my holiday booking, when the Terms & Conditions are breached, including the following:

- ✦ Cleaning penalty fees will be charged for properties left unclean. We request you do the following before departing:
  - General clean and tidy of property
  - All kitchen items to be washed and put away and dishwasher left empty
  - All rubbish should be placed in outside garbage bins
  - Excess garbage or bottles are to be removed from property.  
(Please do not leave excess garbage beside the bin as it will not be collected by contractors and you will be charged for its removal.)
  - Close and lock all windows and doors.
- ✦ Damages or breakages in the property
- ✦ Replacement of lost keys or remote controls at cost
- ✦ Telephone/Internet charges (if applicable)
- ✦ Any other incidental charges that may be incurred
- ✦ Departing after organized check out time (additional nights rent)
- ✦ **NO** functions, parties, after school celebrations or extra guests allowed without written approval.
- ✦ **NOISE COMPLAINTS** will result in your bond being processed immediately.

I (guest name).....agree to accept and abide to  
**the NO PARTY & NO EXCESSIVE NOISE POLICY and BOOKING TERMS & CONDITIONS OF LETTING.**  
[A full list of Terms & Conditions are available from the front desk and on line at [www.pacificpalmsolidays.com.au](http://www.pacificpalmsolidays.com.au)]

Guest Signature: ..... Date: .....

Verified by Pacific Palms Real Estate: .....