



Guest Registration Form

OFFICE USE ONLY

CHECK IN: / /

CHECK OUT: / /

HOLIDAY PROPERTY: _____

SURNAME: _____ CAR REGISTRATION: _____

DRIVERS LICENCE NO.: _____ LICENCE EXPIRY DATE: ___/___/___

CREDIT CARD INFORMATION

- PLEASE NOTE: A CREDIT CARD WILL BE REQUIRED ON CHECK-IN FOR SECURITY PURPOSES & IS HELD IN A SECURE PART OF YOUR BOOKING. THIS IS NOT NECESSARILY FOR PAYMENT OF ACCOMMODATION, BUT IS REQUIRED BY INSURERS FOR COMPLIANCE WITH LANDLORDS INSURANCE POLICIES.

PLEASE HAND YOUR CREDIT CARD AND I.D. TO OUR RECEPTION WHEN CHECKING IN.

(This information will never be passed on to any other party, and after your booking is completed (approximately 30 days after you vacate), the credit card details are not accessible by us or any other party. If you have paid your deposit by credit card or made an online booking, we will already have your card held securely on file and validated.)

WHEN VACATING: Please note vacate time is 10 a.m. unless otherwise organised with the office. Please ensure that the property is left in a tidy condition: eg. that all dishes are washed, dried and put away; BBQ's are cleaned; and all rubbish is removed and placed in the outside bins. If the property requires more than a standard clean, you may be charged an additional cleaning charge. Any damages may also be charged to you, so please inform the office on your arrival should there be any problems or damage in the property that you feel we may not be aware of.

I, the below signed, accept all conditions applicable to letting this property on a holiday rental basis (For full details please read our Conditions of Booking and Rental – Holiday Properties, if you haven't already. A copy is on display in the office or on our website). Should I default on these conditions, I give my permission to the agent to charge my credit card for the default, or deduct same from my security deposit. If the amount is insufficient to cover the costs, I understand that I will be liable for any additional costs, and Caloundra Holiday Centre will invoice me for this additional amount, which will be payable within 7 days of receipt of the invoice.

GUEST SIGNATURE: _____ **DATE:** ___/___/___

Please also note: Misplaced keys or keys locked in a unit outside office hours incur a call-out fee of \$40 IF we are able to assist, (which will be deducted from your security deposit or your card held on file on check-out), or the cost of a locksmith which can be expensive. _____ -

Please be careful with your keys.