

Checklist: Unit/RV Site Move-Out Inspection

This checklist lists the tasks to complete when inspecting a unit/RV Site after a guest leaves.

Unit/Site #: _____ Reservation #: _____ Date to Prepare: _____

Assigned To: _____ Date Next Guest Arrives: _____

Issues to Fix?: YES NO Date & Time Done: _____

Issues Found/Notes: _____

Can Security Deposit Be Returned?: YES NO Can Pet Deposit Be Returned?: YES NO

Was a Pet in the Unit?: YES NO

Unit Inspection Task

- ☐ **Damage:** Is there any visible damage inside/outside the unit? Are towels, bed linens, dishes, glasses, pots/pans OK? Is carpet stained? Are the inside of the oven and microwave OK?
- ☐ **Items Left:** Put personal items left by guest in a bag and deliver to ORO office to return to guest.
- ☐ **AC/Heat:** Set AC (80) or Heat (65) to the proper temperature for no guest. If unit has Humidistat, set it to **0 (ON)**.
- ☐ **Shutdown Unit:** Close and lock all windows and doors, close blinds, and turn-off lights.
- ☐ **Exterior:** Make sure outside furniture and gas grill (if applicable) are in good shape.

RV Site Inspection Task

- ☐ **Damage:** Is there any visible damage to the lot? Are electric pedestal, water pipe, sewer pipe, posts, & concrete OK?
- ☐ **Items Left:** Put personal items left by guest in a bag and deliver to ORO office to return to guest.
- ☐ **Shutdown Lot:** Put cap on sewer pipe, and put trash in trash can.
- ☐ **Exterior:** Make sure outside furniture and gas grill (if applicable) are in good shape.

For ORO Office Use

- ☐ Contact renter about personal items left and make arrangements for shipping payment or disposal.
- ☐ Contact renter about any damages, with photo documentation.
 - ☐ **Unit:** Deduct expense from security deposit.
 - ☐ **RV Lot:** Contact renter for payment due and payment method.