

Hotel Guest Check-Out Form Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Tell the hotel about your planned departure. Every field is optional. Use the stay reference provided by the hotel; do not enter a room number, passport information or payment details. Requests require staff confirmation. Contact the front desk directly if you need an immediate answer.

1. What stay reference did the hotel provide for this departure request?

2. On what date do you plan to depart? Use YYYY-MM-DD.

3. At about what time do you plan to leave? Use local hotel time.
Requests beyond normal checkout require confirmation.

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4. Would you like to discuss the itemized bill with staff before departure?

- ☐ Yes
- ☐ No
- ☐ Not sure yet

5. Would you like information about storing luggage after checkout?

- ☐ Yes
- ☐ No
- ☐ Not sure yet

6. Would you like information about transport from the hotel?

- ☐ Yes
- ☐ No
- ☐ Not sure yet

7. What other departure-related question would you like staff to review? Do not include sensitive personal or payment information.
