



CHECK-OUT INSPECTION AND DAMAGE REPORT

Apartments / hostel · New Gudauri (Blocks 1-2-4) · SkyAtlantida

Report No.: _____ Date and time of inspection: _____

Apartment / unit: _____ Stay: from: _____ to: _____

Responsible guest (full name): _____

Passport No.: _____ Phone / WhatsApp: _____

Guests in booking: _____ Inspected by (staff): _____ Witness: _____

The inspection covered the same points as at check-in: appliances; plumbing and shower cabin; entrance door, windows and balcony; furniture, walls and floor; dishes against the inventory; keys, remote controls, linen and towels. Damage reported by the guest at check-in is not included in this report.

DAMAGE AND MISSING ITEMS

No.	Item and location	What happened	Photo No.	Qty	Amount
1					
2					
3					
4					
5					
6					

Downtime during repairs: _____ nights × nightly rate _____ = _____

TOTAL DAMAGE: _____

Deducted from the security deposit: _____ Returned to the guest: _____

TO BE PAID: _____ Pay by (date, time): _____

☐ Final amount

☐ Provisional amount: the exact repair cost will be set by a technician; the final calculation and invoice will be sent on WhatsApp within 3 days

RESPONSIBLE GUEST

☐ I agree. The damage and missing items listed in this report occurred during my stay. As the responsible guest, I will pay for the damage in the stated amount, including damage caused by those staying with me and my visitors.

☐ I do not agree with the list or the amounts. My objections: _____

Guest signature: _____ Date: _____

COMPLETED BY SKYATLANTIDA

☐ The guest refused to sign the report ☐ The guest left without an inspection

Copy of the report and photos given to the guest: ☐ in person ☐ on WhatsApp date, time: _____

Staff member (signature): _____ Witness (signature): _____

Payment received: amount: _____ ☐ cash ☐ transfer Date: _____