

Holiday Let Guest Register

Keep a simple register of who stayed and when, in a form you can produce if somebody asks for it.

Who stayed, when they arrived and left, and how to reach them — one line per booking.

CHECK WHAT YOUR OWN RULES REQUIRE

Some countries require the keeper of a holiday let or guest house to hold a register, and specify what it must contain and how long it must be kept. Others require nothing. This is a plain register, not any particular country's statutory form — check what applies to you.

IT HOLDS OTHER PEOPLE'S DATA

This sheet holds personal data about other people. Keep it locked away rather than on a shelf in the property, do not keep it longer than you need to, and do not use it for marketing unless the guest agreed to that separately.

Property

Owner or keeper

Year

Arrived	Departed	Lead guest name	Nationality	Address or contact	Adults	Children	Booking ref	Notes

Kept until

Stored where

Reviewed