Wailea Ekahi Guest Arrival Notification Form

Owner/agent Name:
Contact Phone:
Fax:
E-mail:

To: Ekahi Office

Fax: 808 875-0678

Phone: 808 879-2770

E-mail: Waileaek@gte.net

From:

Date: _____ **Pages:** 1

Unit #: _____

Agent: _____

Re: Scheduled Guest Arrivals

• Comments: List all scheduled guests (family, friends and vacation rental guests) with pertinent information and submit to office as necessary to maintain a current record of all pending arrivals.

• Emergency contact information on all guests to be kept by owner or agent and provided upon request to Ekahi office.

Table with the following columns:

Arrival Date	Departure Date	Guest Surname	Number in Party	Comments (ie late departure)