

# DO YOU HAVE ALL THE NECESSARY INFORMATION ABOUT GUESTS STAYING AT YOUR FACILITY?



If you have a Hotel/Motel or TRH license, there is certain information that you must keep for each guest staying.

## YOU WILL NEED:

- The first and last name of the person booking the room.
- The number of people staying with that person.
- The dates that they stayed.

## AND ONE OF THE FOLLOWING:

- Email address
- Phone Number
- Or their mailing address

Do not rely on third party booking sites (Airbnb, VRBO, Travelocity, Booking.com, Expedia, etc.) to have this information for you.

We have found that they are often missing information. This will result in a violation if you do not have it.

You must keep it on file for 3 years.