

SELF CHECK-IN INSTRUCTIONS

PRE ARRIVAL NOTE

We assume that you are using Google Maps or Waze to reach the place successfully. If you are not yet on the booking location / accommodation, please try to reach by typing on the apps quoted – “MyBaguioHaus Gaudencia Homes Green Valley”

STEP	VISUAL GUIDE AND INSTRUCTION
1	 Upon arrival, you can open any of the unlock gates.
2	 Once inside the property, please locate the key safe near door. Unit A is your assigned unit.
3	Please approach the door and open the key safe using the 4-DIGIT CODE provided to you on your inbox or through text message. By now, we expect that you are already familiar . Please proceed to the following steps when needed.

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Pull the tab on top of the keysafe going toward you. Or you can also pinch on the side using the small non-slip handles. It should now be opened showing the keypad.

5



Rotate the dials using your fingers. Set the dials based on the **4-DIGIT CODE** code given to you on the middle/center combination. It is entered and read from left to right.

6



Once the correct **4-DIGIT CODE** has been entered, pull the lever going down. It will go through if the correct combination is entered. It will not go down if combination is not properly entered. Also, make sure that numbers are properly centered (the middle set of dials). Although, the lowest combination lights up, follow the center/middle line guide.

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At this point, the safe will open, exposing the key inside. Congratulations! You are now able to enter the house (ie Unit A) using the set of keys inside the safe. One opens the door lever, the other opens the padlock.

PLEASE READ IMPORTANT REMINDER

Enjoy your stay at one of MyBaguioHaus-managed properties! We hope that everything is in order to make your stay convenient. In case you are in need of information, please feel free to ask us. In case of other necessities, we will gladly assist you through text or call the soonest when our availability allows. This is a vacation self-serve house. We provide essentials and you are to use and take care of the house as if it is your own. Unlike hotels, we expect our guest to serve their own. That lowers our rates drastically. But in extreme circumstances that you need onsite assistance, we charge a minimum of Php 750.00 (Between 8 AM to 5 PM) and Php 1,200.00 on other hours during weekdays, and Php 2,000.00 on weekends. This is to cover expenses and labor.

MANAGEMENT CONTACT NUMBERS:

Globe / TM – **09153737888**

Smart / Sun - **09212135656**

HAVE A PLEASANT STAY! AT MYBAGUIOHAUS, WE OFFER CHEAP HOUSE RATES WITH AMENITIES BETTER THAN MOST ACCOMMODATIONS. BECAUSE OF THIS, IF EVER YOU WILL FIND A CHEAPER OFFER, WE WILL MATCH IT AS LONG AS THEY HAVE BETTER AMENITIES, WIDER SPACE, AND CLEANER ACCOMMODATIONS THAN OURS.

Self Check-in Manual Version 1.1 November 29, 2019
For MyBaguioHaus Gaudencia Homes Green Valley
Baguio City, Philippines