



Dear Partner,

We conducted a physical audit of inventory at your hotel _____ on ____ and we have observed the following.

- ☐ **No Irregularity was found.**
- ☐ **Rooms occupied but was not reported in OYO Tablet.**

Contracted rooms:

Room Numbers which are vacant as per the OYO tab but in actual are occupied	Remarks
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Non-contracted rooms:

Room Numbers which are occupied	Remarks
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Additional Remarks:

Owner Remarks:

Note: These observations will be considered to deduce the discrepancy in the final report and will be e-mailed to you shortly.
Request you to ensure all bookings and room swaps are captured in OYO system.
Please reach out to Revenue.Assurance@oyorooms.com in case you have any concerns.

Did the owner sign the form YES/NO
If NO- Write the reason-

Regards
Auditor
Awign enterprises pvt.ltd.

Hotel management sign with stamp