# Actual departure of the guest before the agreed date · How to introduce the procedure into routine operations?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

**Only refresh the availability calendar once the accommodation can be prepared again.**

## Regular application

Record the departure date and the settlement agreement in accordance with the booking conditions.

Check whether the record relating to the actual duration of stay has been updated.

## Working example · Actual guest departure before the agreed date

Check whether the record relating to the actual duration of stay has been updated.

## Specific next steps

1. Record the departure date and the settlement agreement in accordance with the booking conditions.
2. Check whether the record relating to the actual duration of stay has been updated.
3. If there is a misunderstanding about the charge, resolve it separately from the guest's check-in.

## Limits of application

To work in the eVisitor system in accordance with the current instructions.

## Sources

**eVisitor · Check-in and check-out, frequently asked questions**

https://www.evisitor.hr/eVisitorWiki/Javno.FAQ-Prijava-Odjava.ashx

## Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-evisitor-kratak-boravak-primjena