

Date: \_\_\_\_\_

**RV Rental Departure Form**

The purpose of this walkthrough is to set an agreed upon condition baseline of your RV or travel trailer with the renter. You should do a comprehensive review of the entire interior and exterior, including the undercarriage and the roof. Point out all pre-existing damage and record it here on the Departure Form. Invite the renter to point out any damage or wear and tear that they see and record it on the form.

***Any damages on the Return Form that are not on the Departure Form are the responsibility of the renter.***

**Step 1 - Damage Walkthrough**

Noted Exterior Damages:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Noted Interior Damages:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Renter's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_

## **Step 2: Training Walkthrough**

The purpose of this walkthrough is to educate your renters on how to successfully operate your RV. You are responsible for ensuring that your renters have all the necessary knowledge to solely operate your RV.

Check off each step in training (or write N/A) once it is completed:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Generator Training        | <input type="checkbox"/> Kitchen Training      | <input type="checkbox"/> Bathroom Training      |
| <input type="checkbox"/> Furniture Training        | <input type="checkbox"/> Tire Training         | <input type="checkbox"/> Fluids Training        |
| <input type="checkbox"/> Hitch Training (trailers) | <input type="checkbox"/> Water Hookup Training | <input type="checkbox"/> Power Hookup Training  |
| <input type="checkbox"/> Cleaning Training         | <input type="checkbox"/> Slide-out Training    | <input type="checkbox"/> Unit Specific Training |

## **Step 3: Setup Lesson**

Please teach your renters each element of setting up and taking down camp with your RV or travel trailer. If your unit is a travel trailer, this will require that you teach the renter how to attach and detach the trailer. Again, be very thorough, and remember things that seem obvious to you may not be as obvious to your renters.

It is important that you demonstrate and instruct on every element of setup and take down, but also allow the renters to do each step themselves under your close watch. This way, your renters will have the confidence and knowledge from having performed each task and you will be confident that they know what they are doing.

## **Step 4: Driving Lesson –**

***This section does not apply to rentals that are delivered and/or picked up or stationary.***

You should now take your renters on a brief driving lesson around your area. All drivers that have been verified and are listed on the contract should have a turn driving the RV or towing the travel trailer.

Please go over the following maneuvers in your lesson:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Engine Starting | <input type="checkbox"/> Backing Up         | <input type="checkbox"/> Right Turn        |
| <input type="checkbox"/> Left Turn       | <input type="checkbox"/> Highway Driving    | <input type="checkbox"/> Gas Stations      |
| <input type="checkbox"/> Parking         | <input type="checkbox"/> Appropriate Speeds | <input type="checkbox"/> Residential Roads |

Renter's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_

## **Step 5 - Final Condition Check**

Check over the RV to ensure its road worthiness. Check off each task as completed (or write N/A):

Tire Pressure                       Motor Oil                       Generator Oil  
 Windshield Fluid                       Radiator Fluid                       Transmission Fluid  
 Headlights                       Mirror Check                       Turn Signals

## **Step 6 - Overview of Conditional Fees & Renter Responsibilities**

Please use this time to remind the renter of their responsibilities and any fees that may be incurred should those responsibilities not be met.

<b>Responsibilities</b>	<b>Notes</b>	<b>Fees</b>	<b>Renter Initial</b>
Tires	During the rental, tires are the responsibility of the renter. Please review the contract and note renter's responsibilities		
Dumping	Unless otherwise noted, the renter is responsible for dumping the black and grey tanks		
Mileage & Generator	This rental includes _____ miles per day. Additional miles are charged the mileage overage fee.  This rental includes _____ hours per day. Additional hours are charged the generator overage fee.		
Damage	All damages not noted on the departure form, but noted on the return form, are the responsibility of the renter		
Fuel	It is the responsibility of the renter to return the fuel tanks with the same level of fuel with which they were provided. This includes generators.		

## **Step 7: Fuel, Generator, and Mileage Readings**

Record the following readings below with the renter present.

<b>Odometer Reading</b>	<b>Miles</b>
Fuel Level	Full $\frac{3}{4}$ $\frac{1}{2}$ Empty
Propane Tank Level	Full $\frac{3}{4}$ $\frac{1}{2}$ Empty
<b>Generator</b>	<b>Hours</b>
Waste Tank	Full $\frac{3}{4}$ $\frac{1}{2}$ Empty
Early/Late Pick Up –	Yes or No                      If yes, Fee Amount
Drop Off Time:	

Renter's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_

## **Step 8: Additional Drivers/Responsible Parties**

1. Name and Phone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_
  
2. Name and Phone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_

## **Step 9: Sign Off & Send Off**

Once all of the sections on the RV Departure Form have been completed, both the owner and the renter must sign off.

RV Owner or Representative of the Owner	RV Renter
Printed Name:	Printed Name:
Signature:	Signature:
Date:	Date:

Renter's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_