

## PART ONE

### Step 1: Initial Walkthrough

Here, the Owner & Renter should record any defect, damage or wear and tear that occurred prior to the rental period. You must do a comprehensive review of the condition of the entire interior & exterior, including the undercarriage/ hull, roof and awnings. It is in your best interest to discover any and all damage now so both parties can sign off on them. This will eliminate a possible claims dispute later.

#### **Note: Exterior Defects, Damage and Wear & Tear**

Please spend at least 10 minutes thoroughly examining your Toy with the renter.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

#### **Note: Interior Defects, Damage and Wear & Tear**

Please spend at least 15 minutes jointly and thoroughly examining your rig.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## Step 2: Start Points For Add-On Fees (if any)

The purpose of this step is to agree initial settings for consideration of add-on fees upon return:

**Odometer Reading:** .....miles

**Fuel Level:** .....tank (e.g. Full, 3/4, 1/2, etc)

**Waste Tank if applicable** (circle one): Has Been Emptied/ Has Not Been Emptied

## Step 3: Sign Off

When Rental Acceptance Form has been completed to the satisfaction of both the owner and renter, each of them should sign below:

**Owner**

**SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**SIGNATURE DATE** \_\_\_\_\_

**Renter**

**SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**SIGNATURE DATE** \_\_\_\_\_

# Rental Acceptance & Return Form

## PART TWO

### Step 1: Final Walkthrough

Here you will record damage occurred during the rental period. Again, the owner and renter should jointly do a comprehensive review of the condition of the entire interior, exterior, including the undercarriage/ hull, roof and awnings. Reasonable wear and tear may be recorded but should be acceptable. It is in both parties' best interest to discover any and all damage at this time to avoid dispute later.

#### Note: Exterior Damage & Estimate Repair Cost

- 1. .... \$.....
- 2. .... \$.....
- 3. .... \$.....
- 4. .... \$.....
- 5. .... \$.....
- 6. .... \$.....

#### Note: Interior Damage & Estimate Repair Cost

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

## Step 2: End Findings For Add-On Fees (if any)

Owner & Renter: Please record and agree these together.

**Odometer Reading:** .....miles

**Fuel Level:** ..... tank (e.g. Full, 3/4, 1/2, etc)

**Waste Tank if applicable** (circle one): Has Been Emptied / Has Not Been Emptied

**Mileage Overage Fee:** Fee = (Odometer Reading - Initial Reading) x Fee per Excess Mile = (.....miles - .....miles)x \$0..... = \$.....

**Fuel Level at Departure:** .....tank (e.g. Full, 3/4, 1/2, etc)

**Fuel Level upon Return:** .....tank (e.g. Full, 3/4, 1/2, etc)

**Add-On Fees Due = \$.....**

## Step 3: Sign Off

When Rental Return Form has been completed to the satisfaction of both the owner and renter, each of them should sign below:

**Owner**

**SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**SIGNATURE DATE** \_\_\_\_\_

**Renter**

**SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**SIGNATURE DATE** \_\_\_\_\_

