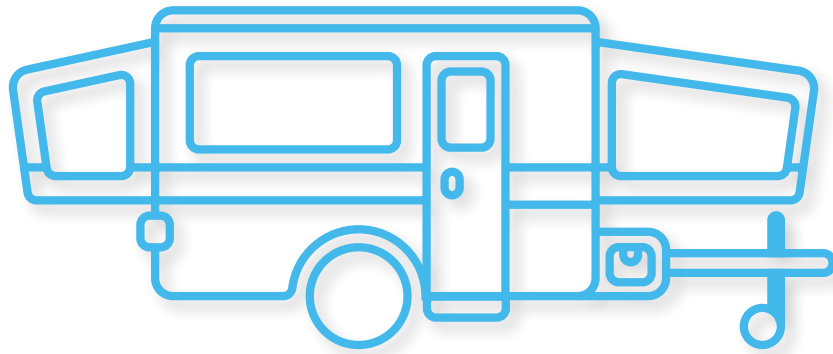




# TENT TRAILER OWNER CHECKLIST





# PRE-ARRIVAL CHECKLIST

COMPLETE THIS LIST OF TASKS **BEFORE** THE ARRIVAL OF YOUR RENTER:

## EXTERIOR CLEANING

If you were renting a car, you would want it nice and clean right? It will be the same with the renters, renting your RV. Make sure you take some time to clean the exterior of the RV. The cleaner the RV the more likely the renter will come back.

## INTERIOR CLEANING

Just like the exterior, the inside of the RV should be like it was brand spanking new, checking into a dirty hotel can be unappealing. Make sure to give a thorough clean before your guests arrive.

## TIRE INSPECTION

Tires are very important on the road, make sure to give every tire a thorough inspection. Never allow a rental to occur if there is an unresolved tire issue. Any tires in question should be replaced. The #1 cause of RV accidents is due to tire failure. You should check your tires for:

- Wear
- Tread Depth
- Bulges
- Cuts
- Air Pressure

## ROUTINE MAINTENANCE

Like all vehicles, RVs run a lot smoother when they have routine maintenance done on them. Taking your rig to a dealership or service professional to have it serviced periodically is a good way to make sure your RV is road ready!

## FLUID CHECK

Check all fluid levels in your RV (top up if necessary):

- Oil
- Generator Fluid
- Transmission Fluid
- Brake Fluid
- Radiator
- Windshield Washer Fluid

1



# PRE-ARRIVAL CHECKLIST

## SIGNALS CHECK

Check all lights and signal lights are in working order on your RV:

- |  |   |
|--|---|
| <input type="checkbox"/> Driving Lights      | <input type="checkbox"/> Emergency Lights   |
| <input type="checkbox"/> Head Lights         | <input type="checkbox"/> Front Turn Signals |
| <input type="checkbox"/> High Beams          | <input type="checkbox"/> Rear Turn Signals  |
| <input type="checkbox"/> Rear Driving Lights | <input type="checkbox"/> Brake Lights       |

## SYSTEMS & FEATURES CHECK

Check all features and systems on your RV:

- |  |   |
|--|---|
| <input type="checkbox"/> Generator Check | <input type="checkbox"/> Appliance Check    |
| <input type="checkbox"/> Awning Check    | <input type="checkbox"/> Electricity Check  |
| <input type="checkbox"/> Slide-Out Check | <input type="checkbox"/> Water System Check |

## PAPERWORK READY

Have all the necessary paperwork printed and ready. This includes your *booking voucher, the departure and return checklist as well as any additional contracts or forms you will want signed.*

**You must take pictures of the RV externally  
and internally everytime it is rented.**

**FAILING TO DO SO MAY RESULT IN DEPOSIT RECOVERY  
AND/OR CLAIMS REIMBURSEMENT DISCREPANCIES.**





# RV DEPARTURE FORM

This form must be completed for quality assurance, insurance protection and to ensure the best owner & renter experience.

**REMINDER: IF YOU HAVE SKIPPED THE PRE-ARRIVAL CHECKLIST PLEASE STOP, GO BACK AND MAKE SURE TO COMPLETE ALL THE TASKS ON THE LIST PRIOR TO ARRIVAL OF YOUR RENTERS.**

## STEP 1: DAMAGE WALKTHROUGH

The purpose of the walkthrough is to set an agreement on the current condition of your RV/trailer with the renter.

You should complete a comprehensive review of interior and exterior, including undercarriage and roof. Point out all pre-existing damage and use the diagram to show where the damage is located (see page 4) Invite the renter to point out any damage or wear and tear they see as well.

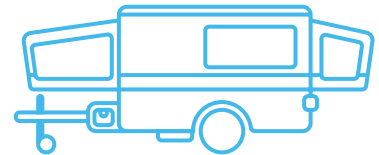
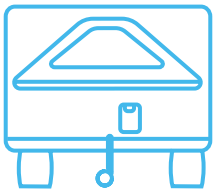
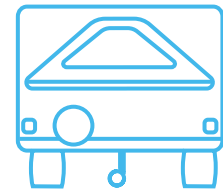
### Note Any Interior Wear And Tear Here:

Please spend at least 15 minutes going through your RV/trailer with the renter.

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



## RV DEPARTURE FORM TENT TRAILER DIAGRAM



### EXAMPLE



Small dent in rear  
left side panel



## RV DEPARTURE FORM

### STEP 2: RV/TRAILER TRAINING

The purpose of the RV/trailer training is to educate your renter on how to use your RV. Make sure to be as thorough as possible, things that may seem obvious to you, will not be as obvious to your renters.

You are responsible for ensuring your renters have all the proper knowledge in operating your RV. **Please checkmark each step below once it is completed.**

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

### STEP 3: SETUP/TAKEDOWN TRAINING

Once you have completed the main RV training, it is time to show the renter the elements involved in setting up and “taking down” camp with your RV or travel trailer. **If you do have a trailer, this will require, teaching them how to attach and detach the trailer.** Again be very thorough as it may be simple to you, but it won’t be very easy to the renter, especially if it is their first time renting.

Allow the renters to take part in the setting up and “takedown” process under close supervision so they fully understand and have the confidence to do it themselves when you are not there.



## RV DEPARTURE FORM

### STEP 4: DRIVING LESSON

Take your renters on a quick (20-30min) driving lesson around your area. If there is going to be more than one primary driver make sure to allow everyone to have a turn at driving and towing the trailer.

**Failing to provide a driving lesson will nullify your case in a disputed claim, so never let a renter take the RV without the test drive.**

Check off to acknowledge that you have went over these elements during the test drive:

- |  |  |  |
|--|--|--|
| <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"/> Filling Up        |
| <input type="checkbox"/> Parking         | <input type="checkbox"/> Appropriate Speed | <input type="checkbox"/> Residential Roads |
| <input type="checkbox"/> Signaling       | <input type="checkbox"/> Wipers            | <input type="checkbox"/> Highbeams         |

### STEP 5: FINAL CHECK

Give the RV one last final check. Please Checkmark:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Tire Pressure | <input type="checkbox"/> Motor Oil      | <input type="checkbox"/> Generator Check    |
| <input type="checkbox"/> Spare Tire    | <input type="checkbox"/> Radiator Fluid | <input type="checkbox"/> Transmission Fluid |
| <input type="checkbox"/> Headlights    | <input type="checkbox"/> Mirror Check   | <input type="checkbox"/> Turn Signals       |

**Take a picture of the windshield both, left and right side.  
FAILING TO DO SO MAY RESULT IN DEPOSIT RECOVERY  
AND/OR CLAIMS REIMBURSEMENT DISCREPANCIES.**





## RV DEPARTURE FORM

### STEP 6: RENTER RESPONSIBILITIES

This step reminds the renter about their responsibilities plus the additional fees they may incur if they fail to meet these.

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Tire Responsibilities       | <input type="checkbox"/> Dumping Responsibilities | <input type="checkbox"/> Late Fees   |
| <input type="checkbox"/> Mileages Overages           | <input type="checkbox"/> Damages                  | <input type="checkbox"/> Fuel Top-up |
| <input type="checkbox"/> Windshield Responsibilities |   |                                      |

### STEP 7: MILEAGE & FUEL READINGS

Record the odometer and fuel readings with the renter present. **Going over the agreed mileage or returning RV with less gas than started may result in renter being charged.**

Odometer Reading: \_\_\_\_\_ KM

Fuel Level: \_\_\_\_\_ tank (ex. Full,  $\frac{3}{4}$ ,  $\frac{1}{2}$ , etc)

Propane Level: \_\_\_\_\_ (ex. Full,  $\frac{3}{4}$ ,  $\frac{1}{2}$  etc.)

Registration and insurance documentation provided in RV

Verified renter's driver's license (Does it match the approved driver provided by Rvezy?)

Time Rental Picked Up: \_\_\_\_\_

Date Rental Picked Up: \_\_\_\_\_

### STEP 8: DEPARTURE SIGN OFF

\_\_\_\_\_  
PRINT NAME (Owner)

\_\_\_\_\_  
PRINT NAME (Renter)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE





## RV RETURN FORM

A completed return form is required signed by both the renter and the owner and is mandatory in the event of a claim on the damage deposit.

### STEP 1: DAMAGE

In this section you will document any new damage to the RV that occurred during the rental period. Start with a thorough examination of the interior of the RV and document any damage below. Exterior damage to the RV can be noted on the RV diagram provided. If any damage is noted take the time to agree on a repair cost if possible, this will expedite the claims process should there be any.

1. \_\_\_\_\_ Repair Cost \$ \_\_\_\_\_
2. \_\_\_\_\_ Repair Cost \$ \_\_\_\_\_
3. \_\_\_\_\_ Repair Cost \$ \_\_\_\_\_
4. \_\_\_\_\_ Repair Cost \$ \_\_\_\_\_
5. \_\_\_\_\_ Repair Cost \$ \_\_\_\_\_

### STEP 2: EXTERIOR DAMAGE

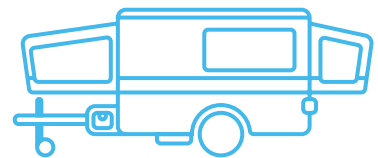
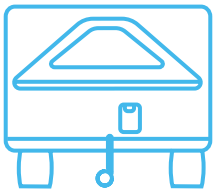
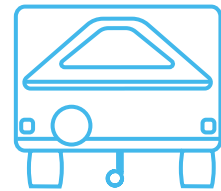
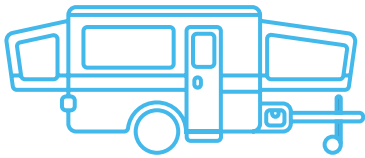
**Pictures must be taken of interior and exterior of RV upon return.  
FAILING TO DO SO MAY RESULT IN DEPOSIT RECOVERY AND/OR  
CLAIMS REIMBURSEMENT DISCREPANCIES.**





# RV RETURN FORM

## TENT TRAILER DIAGRAM



### EXAMPLE



Small dent in rear  
left side panel



## RV RETURN FORM

### STEP 3: FINAL CHECK IN

In this section you will note the fuel level, septic level etc. Should you be charging for mileage this section will also be used to document fuel usage.

Record the odometer and fuel readings with the renter present. **Going over the agreed mileage or returning RV with less gas then started may result in renter being charged.**

Odometer Reading: \_\_\_\_\_ KM

Fuel Level: \_\_\_\_\_ tank (ex. Full,  $\frac{3}{4}$ ,  $\frac{1}{2}$ , etc)

Propane Level: \_\_\_\_\_ (ex. Full,  $\frac{3}{4}$ ,  $\frac{1}{2}$  etc.)

Time Rental Dropped Off: \_\_\_\_\_

Date Rental Dropped Off: \_\_\_\_\_

Any additional agreed upon disbursements of the damage deposit (ie. Generator usage, broken personal items, small claims etc.):

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After the RV is returned it is the owner's responsibility to complete the checkout process on RVEzy.com. Once the owner has submitted their review and requested additional charges (if any) the renter will have the opportunity to either dispute the charges or accept the owner's request. Once all steps have been completed the owners will be sent their payout and the security deposit will be refunded. All claims settled will be processed by RVEzy on the renter's credit card on file with RVEzy up to the limit of the deductible limit they have chosen.



## RV RETURN FORM

### STEP 4: RETURN SIGN OFF

---

PRINT NAME (Owner)

---

PRINT NAME (Renter)

---

SIGNATURE

---

SIGNATURE

---

DATE

---

DATE