

RV Departure Form

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

RV information

Manufacturer	Winnebago REVEL
Model	44E
Year	
Length	19''
VIN #	

Maintenance

Maintenance performed	Date
Oil change (Drivable RVs ONLY)	Noted on Departure
Generator check	Noted on Departure
Tire inspection	Noted on Departure
LP gas check	Noted on Departure
Appliance check	Noted on Departure
CO2 detector	Noted on Departure
Fire extinguisher	Noted on Departure
Smoke detector	Noted on Departure
Other – Def, Fluids, Driving Condition, Heater	Noted on Departure

Step 1: Damage Walkthrough

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.

Note exterior damages:

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

Will be noted during walk through

Additional Notes:

Note interior damages:

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

Will be noted during walk through

Additional Notes:

Step 2: Training Walkthrough

The purpose of the Training Walkthrough is to educate your renter on the elements and nuances of operating your RV or travel trailer. Be thorough and remember things that seem obvious to you will not be as obvious to your renters!

You are responsible for ensuring your travelers have all the necessary knowledge to operate your RV or travel trailer. **Please check each step below once it is completed.**

<input type="checkbox"/> Generator (N/A)	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/> Hitch (Trailers)	<input checked="" type="checkbox"/> Cleaning
<input checked="" type="checkbox"/> Storage While Traveling	<input checked="" type="checkbox"/> Kitchen	<input checked="" type="checkbox"/> Tire	<input checked="" type="checkbox"/> Water Hookup
<input type="checkbox"/> Slide-Out (N/A)	<input checked="" type="checkbox"/> Bathroom	<input checked="" type="checkbox"/> Fluids	<input checked="" type="checkbox"/> Power Hookup
<input checked="" type="checkbox"/> Unit Specific	<input checked="" type="checkbox"/> Other		

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.

- Parking Brake and Gear Selection
- Vehicle Clearance 11.5'
- Inverter Activation (Do not drive while ON)
- Water Pump use – grey water dump location, sanitize and use
- Heater use – shore and diesel set-up and use including circuit breaker and power reset
- Shore Power recommended for extended A/C and Heater use
- Toilet use – cassette location, dump and sanitize process
- Awning use & damage caution – do not use while engine ON
- Shower use and set-up – H2O heater setup
- Interior fan use (Do not drive while ON)
- Do not consume fresh water tank H2O
- Be cautious of lateral clearance with trees, branches, signage and obstructions

Step 4: Driving Lesson

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 checked="" type="checkbox"/> Engine Starting	<input checked="" type="checkbox"/> Reversing	<input checked="" type="checkbox"/> Highway Driving
<input checked="" type="checkbox"/> Left Turn	<input checked="" type="checkbox"/> Appropriate Speeds	<input checked="" type="checkbox"/> Residential Roads
<input checked="" type="checkbox"/> Right Turn	<input checked="" type="checkbox"/> Gas (Diesel) Station	<input checked="" type="checkbox"/> Parking

Step 5: Final Condition Check

You should now do a final condition check to ensure that the RV is roadworthy. Please check all of the following:

<input checked="" type="checkbox"/> Tire Pressure	<input checked="" type="checkbox"/> Windshield Fluid	<input type="checkbox"/> Generator Oil (N/A)
<input checked="" type="checkbox"/> Tire Tread	<input checked="" type="checkbox"/> Lights & Turn Signals	<input checked="" type="checkbox"/> Transmission Fluid
<input checked="" type="checkbox"/> Motor Oil	<input checked="" type="checkbox"/> Radiator Fluid	<input checked="" type="checkbox"/> Mirrors

Smoking or vaping of any substance is prohibited in the RV

No pets are permitted in the RV

Driving must be on marked US, State, County and City roads.

Attendance of any festivals are prohibited

Avoid idle to prevent saturation of the Diesel Particle Filter

Be cautious of obstruction clearance along the side and roof of the RV

Step 6: 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. Please review your Outdoorsy Insurance policy to determine coverage for any incident, accident, loss and/or component.

Fee	Responsibilities	Notes
Replacement cost, labor, lost rental availability @ daily rate	Tires	During the rental, tires are the responsibility of the renter.
Daily Rate	Dump & Fill	The renter is responsible for dumping and sanitizing grey water and toilet cassette plus full water tank unless cleaning add-on accepted
N/A	Mileage & Generator	This rental includes unlimited miles per day.
\$50.00/hour plus materials	Cleaning	Please return the RV in the condition received to avoid additional cleaning expenses. Minimum charge \$150
Cost + any/all admirative fees and costs including legal fees and lost rental availability @ daily rate	Tolls, Fines, Tickets, Towing, Lost Keys	Please obey posted signs, rules, laws and regulations at all times. Any fees, fines, expenses, judgements, etc. will be collected either at rental or upon judgement. Lost keys \$450 plus expenses/lost rental days for delivery.
Labor, materials and lost rental availability @ daily rate	Damage	All damages not noted on the departure form are the responsibility of the renter. Pre rental photos are uploaded.
Cost of fill plus \$20	Diesel	Please return the diesel tank with the same level of fuel with which they were provided. Select "skip the pump" add-on if you wish us to fill
Daily rate	Late Fees	The return time for this vehicle is 11 AM. All rentals returned after 11am without prior approval will be subject to \$295/day charge.

Step 7: Fuel, Generator, and Mileage Readings

Record the following readings below with the renter present.

Odometer miles (motorhomes)	Noted at Departure
Generator	N/A
Fuel	FULL DIESEL
Propane	N/A

Dumped	Grey tank and toilet cassette dumped and sanitized
Tire condition	EXCELLENT
Awning condition	EXCELLENT

Step 8: 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. This shall be consent and agreement to the terms and conditions of the RV Departure Form, terms and conditions of Outdoorsy and Roamly Insurance.

RV owner

Print name:

Date:

Signature:

RV renter

Signature:

After the unit has been returned, the owner has up to 14- days to request any claims against the security deposit or request additional charges be made to the renter (i.e., variable fees). The renter has up to 48 hours to pay the additional fees or dispute the claims. Settled claims in excess of the security deposit may be charged to the primary renter’s credit card on file with Outdoorsy.

Note that all security deposit claims and additional charges are subject to a 2.95% credit card processing fee that the vehicle owner may pass to the vehicle renter