

RV Departure Form

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

Manufacturer	Thor Motor Coach
Model	Geneva 31 VA
Year	2023
Length	32.8
VIN #	1FDXE4FN3PDD09129

Maintenance

Maintenance performed	YES / NO
Engine Bay Check	
Generator Check	
Tire inspection	
LP Gas Check	
Appliance check	
CO2 Detector	
Fire Extinguisher	
Smoke Detector	
Other	

Renter signature _____

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.

Note interior damages:

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

Renter signature

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

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

Renter signature _____

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 type="checkbox"/> Tire Pressure | <input type="checkbox"/> Windshield Fluid | <input type="checkbox"/> Generator Oil |
| <input type="checkbox"/> Tire Tread | <input type="checkbox"/> Lights & Turn Signals | <input type="checkbox"/> Transmission Fluid |
| <input type="checkbox"/> Motor Oil | <input type="checkbox"/> Radiator Fluid | <input type="checkbox"/> Mirrors |

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.

Fee	Responsibilities	Notes
	Tires	During the rental, tires are the responsibility of the renter. Please review the contract and note renter's responsibilities
	Dumping Cleaning	Renter is responsible for dumping the Black and Grey Tanks Cleaning fee will be charged if RV is not returned in the same condition
	Mileage Generator	This rental includes 150 miles per day. Additional miles are charged the mileage overage fee. This rental includes 4 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.
	Late Fees	The return time for this vehicle is 11:00 AM. If the late return interferes with another booking, the late fee is the full nightly rate each eight hour period the vehicle is late plus an additional \$100 administrative fee

Step 7: Fuel, Generator, and Mileage Readings

Record the following readings below with the renter present.

Renter signature _____

Odometer miles (motorhomes)						miles
Generator						hours
Fuel	Full	¾	½	¼		n/a
Propane	Full	¾	½	¼		n/a
Dumped	Yes					No
Tire condition						
Awning condition						

Step 8: Additional Options and Other Charges

Cleaning_Fee_\$350

Dumping_Fee_\$175

Gasoline Refill Prepayment_\$550

Gasoline Refill Fee_\$100 (Please refill before return, or you will be charged the price to fill up plus \$100.00 fee)

Propane Refill Fee_\$100

Deep Inside Cleaning_\$1,000 (Charged If RV is returned unsanitary or extremely dirty conditions + Damages)

Add On / Rentals:

PlayStation 5 Rental_\$150 (Main unit with 2 Controllers, 1 Headset(Please bring your own games)

Dry Camping / Boondocking Solar Kit_\$100/Night (Includes: BLUETTI AC200MAX 2,200W 2,048Wh and BLUETTI PV200 Solar Panel perfect for Boondocking or Dry Camping)

Thule T2 Pro XTR 4 Bike Rack_\$50/Night (Premium bike rack for demanding bike enthusiasts for up to 4 bikes. Robust design fits e-bikes and a wide variety of bikes)

Portable Premium Grill_\$100/Flat (Greystone 17" Combo Griddle/Grill with Pizza Oven)

In order to rent any of this items you must provide your Credit Card Number at the time of the Rental:

CC _____ Exp _____ CCV _____ Zip Code _____

\$ _____ Security Deposit will be charge at time of pick up / delivery. (This security deposit is separate from your Rental RV Deposit) This will be refunded back to your card after rental is returned and we verify that items are not damage and working in proper mechanical/electronic order.

If any of the items are lost or damage the credit card on file will be charge for repairs or to replace the item.

Renter signature _____

RV Check-In or RV Drop-Off time by 3:00 P.M.
RV Return or RV Pick-Up time: Before 11:00 AM

Important Rules and Notes:

1. Please contact us for delivery options in advance.
2. No smoking (The entire deposit will be forfeited)
3. No festivals/tailgate events allowed unless approved by the Owner in writing (The entire deposit will be forfeited)
4. No international travel with the RV
5. No pets (The entire deposit will be forfeited)
6. No climbing on the roof (The entire deposit will be forfeited)
7. No Towing unless approved by the Owner in writing (The entire deposit will be forfeited)
8. Drivers must be 25 years old or above, and all must be authorized by Insurance Company.
9. Please discuss with us regarding boondocking/dry camping in advance.
10. Deep Inside / Outside Cleaning fee will charge If RV is returned in unsanitary or extremely dirty conditions (The entire deposit will be forfeited plus Insurance Damages)
11. No Off-Roading (The entire deposit will be forfeited)
12. If the vehicle requires TOWING / HITCH Services you must use a licensed towing company, or the entire deposit will be forfeited.
13. Always Park RV on a LEVEL and DRY surface, if RV or undercarriage is damaged by any elements or materials (The entire deposit will be forfeited plus Insurance Damages)
14. Renter is not allowed to hire mobile RV Technician or complete any maintenance, repairs or upgrades to RV.
15. If any electrical, mechanical, etc component is damage while Renter has possession of the RV, he is fully responsible for repairs and damages.
16. Renter is responsible for all fees, if RV is towed or cited due to illegal parking during his possession. In addition he/she is responsible to reimburse owner for loss of rental income if this interferes with another booking.

RV Owner

Print name: _____

Signature: _____

Date: _____

RV Renter

Print name: _____

Signature: _____

Date: _____