

# 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)	
Generator check	N/A
Tire inspection	
LP gas check	N/A
Appliance check	
CO2 detector	
Fire extinguisher	
Smoke detector	
Other – Def, Fluids, Driving Condition, Heater	

## Step 1: Damage Walkthrough

The purpose of this walk through 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.

Please take pictures and email any further exterior damages prior to departure.

**Additional Notes:**

**Note interior damages:**

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

Please take pictures and email any further interior damages prior to departure.

**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 11.0'
- Inverter Activation (Do not drive while ON)
- Water Pump use – Grey water dump location, sanitize and use
- Heater - Shore and diesel set-up and vehicle must have over 50% diesel onboard
- A/C - Shore Power required for extended use (caution below 10.0v)
- Toilet use – cassette location, dump and sanitize process
- Awning use & damage caution – do not use while engine ON
- House battery caution (caution below 10.0v) and shore power instructions
- Shower use and set-up – H2O heater setup
- Interior fan use (Do not drive while ON)
- Do not consume fresh water tank H2O
- High Profile vehicle – Be cautious of high winds
- Be cautious of all obstructions on all sides of the vehicle at all times
- Do not use the ladder except for emergencies or authorized repairs (side of van)
- Avoid idle to prevent saturation of the Diesel Particle Filter
- Smoking or vaping of any substance is prohibited in the RV
- No pets are permitted in the RV
- Attendance of any festivals are prohibited
- Driving must be on US, State, County, City and NPS marked roads
- Please contact me prior to adding DEF fluid, engine oil or any service performed to the vehicle.
- Diesel ONLY

### 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

## 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.
\$150	Dump & Fill	Please return in the condition received
UNLIMITED MILES	Mileage & Generator	This rental includes unlimited miles per day.
\$50.00/hour plus materials	Cleaning	Please return the RV in the condition received
Cost + any/all administrative 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, judgments, etc. are responsibility of renter. 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.
Daily rate after 6PM	Late Fees	Please confirm return time of the RV upon departure.

## Step 7: Awning Disclosure

The Carefree awning is subject to several issues which may affect its use and reliability. Renter is responsible for any damage to the awning or systems, including those that may affect the ability to operate the vehicle. Please report any issues immediately to me and I will provide guidance to either service, contact roadside assistance, or contact Carefree Technical Support.

## Step 8: Cleaning & Sanitation

The RV has been cleaned using Mrs. Meyers Clean Day products. For information on material safety data and composition, please visit <https://www.mrsmeyers.com/>. Products used for laundry and sanitation of the RV are onboard, please refer to label information. Owner is not responsible for any allergy, reaction, sensitivity or illness.

## Step 9: Battery Disclosure

The Winnebago / Lithionics "house" battery must be properly maintained to protect its use and integrity. Renter is responsible for safe operation and damage of the onboard battery. This includes caution not to drain power below 10.0v without access to available shore power. Please do not expose the battery to extended temperatures over 100 and below 40. Please report any issues immediately to me, do not perform any maintenance or trouble shooting prior to contacting me.

## Step 9: Fuel, Generator, and Mileage Readings

Record the following readings below with the renter present.

<b>Odometer miles</b> (motorhomes)	
<b>Generator</b>	N/A
<b>Fuel</b>	FULL DIESEL
<b>Propane</b>	N/A
<b>Dumped</b>	Grey tank and toilet cassette dumped and sanitized
<b>Tire condition</b>	EXCELLENT
<b>Awning condition</b>	EXCELLENT

## Step 10: Sign Off & Send Off

Owner and the renter shall consent and agree to the terms and conditions of the RV Departure Form, terms and conditions of Outdoorsy and Roamly Insurance.

### RV owner

Michael Castagnet

Signature: \_\_\_\_\_

Date:

RV Renter

Signature: \_\_\_\_\_

Date:

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*