

Operations

- **Appliances** – Tour the kitchen and bathroom pointing out how to use sinks, shower, toilet and microwave/convection oven
- **Kitchen:** don't put too much debris down the kitchen sink. Only use cutting boards for cutting. Wash, dry and put away all dishes before returning. Only plastic spatulas on nonstick pan please.
- **Furniture** – Show renters how to reconfigure furniture into sleeping arrangements
- **Lights** – Point out outlets and light switches that may not be easily visible
- **Slides** – Highlight how the slides work and what must be cleared out of the way to properly move slides in and out.
- **Generator** – Discuss refueling and when/how to operate the generator
- **Water Heater** – 6 gallon water heater. Gas to heat, Electric to Maintain
- **Propane** – Show renters where propane tanks are located, how to turn them on and what they power. 12 gallon propane tank.
 - **Beware of Heat Exhaust vent.** Turn on to use.
- **Water Pump: Only use when water is in the fresh tank**
- **Small Table & Electric Grill-** no cooking bacon, fish or sinky foods in RV. Please only use plastic cooking utensils- no scratching.
- **Fuel** – discuss how to refuel the RV including the type of fuel that should be used
- **Spare Tire** – Make sure renters know where the spare tire is along with any other tools they may need on their trip
- **Circuits and Fuses.** If any of the GFI outlets trip, they can be reset by the outlet in the bathroom.
- **Air Conditioning use.** Can work while plugged into electricity or generator. If for any reason it doesn't work, flip the circuit panel under the bed and reset it.

I attest that I have learned about all the parts of systems of the RV and I am competent in their function.

Renter Initial _____ Date: _____

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Set Up and Tear Down

- **Engaging Slides on the RV** – Discuss
 - Step 1: Engine On and Parking Brake Engaged
 - Step 2: Check Inside and Outside of RV making sure nothing is in the way of Slides. Especially Back bedroom cabinet and both sides of living room slide
 - Step 3: Slide out both slides
- **Stabilizing the RV** – Discuss leveling jacks and other equipment needed to level and stabilize the RV
 - Step 1: Engine On and Parking Brake Engaged
 - Step 2: Slide out both slides
 - Step 3: Make sure no one is in the RV before engaging Jack System. If Jack system fails to auto-stabilize. Lift all Jacks up, place Yellow blocks as needed & try again.
- **Hookups** – Review water, waste and power hookups including how to use the equipment required for each.
- **Awning Usage** – Demonstrate opening and retracting the awning and discuss when the awning can safely be used
- **Dumping the tanks** – Discuss how to dump the tanks and the equipment needed to do so. Make sure that renters are aware of the importance of proper toilet paper usage as well. Note: All Tanks must be dumped prior to returning RV. Fee will be charged. **Always flush tank (only when emptying to clean out black tank)**
- **Retracting the Slides:**
 - Step 1: Engine On and Parking Brake Engaged
 - Step 2: Check Inside and Outside of RV making sure nothing is in the way of Slides. Especially Back bedroom cabinet and both sides of living room slide.
 - Step 3: Slide all the way in until the slide stops.
- **Retract Jacks:**
 - Step 1: Engine On and Parking Brake Engaged
 - Step 2: Make sure the slides are already retracted
 - Step 3: Press Power On Jack system and Retract button.
 - Remove Yellow Blocks and Store them if used.

Renter Initial _____

Date: _____

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Driving Lesson

If possible, take your renters on a brief driving lesson around your area and discuss the nuances of driving or towing your RV:

- Left and right turns
- Backing up
- Parking
- Navigating gas stations and toll booths

Documentation

I have provided you with a copy of, or know where to find all necessary documentation and helpful information for your RV, including:

- **Reservation Details** – Your renters should carry a copy of the reservation details as verification of their right to use your RV. This information can be found in the confirmation email they received when they booked or the **Reservation Details** in their renter Dashboard.
- **Proof of Insurance** –I have included a copy of the insurance addendum which serves as proof of insurance during the trip and a copy must be kept in the RV. The insurance addendum can also be found in **Documents** section of the **Reservation Details**.
- **Vehicle Registration** – Glovebox
- **Owner’s Manual** – This information can be helpful to answer questions for you while they are on the road. All manuals for systems on the RV are found in the black Forest River Bag underneath the Refrigerator.
- **Contacting RV Share:** If you have questions for our Customer Experience Team, please contact us via the methods listed below:
If you would like to speak with one of our Customer Experience agents, our phone support is available 24 hours a day, 7 days a week at 1-888-482-0234.
- **Contacting Kimberly:** If you are having an issue with the RV and need to ask a question, I can be reached between 8:00am and 8:00pm. (503) 349-8046
- Renter Initial _____ Date: _____
Renter Initial _____ Date: _____

Post-trip Fees - Post-trip fees can be added at the discretion of the owner once they have had the opportunity to assess the condition of the RV when returned by the renter. Owners have 72

hours to submit the [Return Form](#) after the reservation ends, and you will receive an email notification when the form is submitted. Post-trip fees include overages on mileage or generator hour allowance, expenses such as tolls or traffic violations, damages to the RV, and the additional fees listed below:

- **Cleaning Fee** - We understand that RVs get dirty out on the road. Returning an RV with a normal amount of dirt is acceptable and will not result in any additional charges. However if an RV is returned covered in dirt, soot, trash, food, wine stains, etc, and the RV is not cleaned prior to returning it, the owner may choose to charge an additional cleaning fee.
 - **Additional Cleaning Fee:** minimum \$200 and up at Owners Discretion.
- **Dumping Fees** - The responsibility for dumping the waste tanks should be determined prior to the start of the trip. If the tanks are not dumped by the renter, the owner can choose to charge an additional dumping fee that can include the cost of dumping the tanks as well as a charge for the act of dumping the tanks.
 - **Dumping Fee:** \$150
- **Late Fee** - If a renter returns the RV after the agreed upon drop off time plus a one hour grace period, the owner may choose to charge a late fee for the reservation. RVs that are returned eight hours or more late without consent from the owner can be charged for an extra rental night.
 - **Late fee:** Returned From 4:00pm-8:00pm \$50 Late Fee. From 8:00pm-11:59pm: \$150 Late Fee. Returned After Midnight on return date: An additional Night will be charged.
- **Pet Fee** -No Pets Allowed in this RV. If pets are brought on a reservation without owner consent, or the RV requires additional cleaning/repairs due to the pet, the owner can choose to charge an additional pet fee.
 - **Pet Fee:** \$500
- **Refueling Fee** - Expectations for refilling propane and gas tanks should be set prior to the start of the trip. If the fuel refill requirements are not met the owner can choose to charge an additional fuel refill fee that can include both the cost of the fuel as well as a charge for the act of refilling the tanks.
 - **If Propane Tank is not filled-** you will be charged cost of fuel plus \$50
 - **If Gas Tank is not filled-** you will be charged cost of fuel plus \$50
- **Abandonment Fee** - If the RV is not returned to the place of pick up or another location that the owner agreed upon, an abandonment fee may be charged by the owner.
 - **Abandonment Fee:** \$1000 or more at my discretion.
- **Missing Kitchen Items:** Any items missing from the kitchen will be charged their replacement cost.

• Renter Initial _____ Date: _____

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Chair Rental:

I attest that I am taking possession of 4 camping chairs for the duration of this trip and I will return them in good condition at the end of my reservation.

Linen Rental:

I attest that I am taking possession of Linens for the duration of this trip and I will return them in good condition at the end of my reservation.

4 Beach Towels

4 Bath Towels

4 Hand Towels

4 Washcloths

1 Queen Sheet Set + Mattress Protector (white)

1 Queen Sheet Set + Mattress Protector (Gray)

1 Full Sheet Set + Mattress Protector (Gray/White)

6 Pillows

3 Large Blankets

• Renter Initial _____ Date: _____

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