

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	2022
Length	19"
VIN #	W1W4EBVY3LP309328

Maintenance

Maintenance performed	Date
Oil change (Drivable RVs ONLY)	11/14/2023
Generator check	N/A
Tire inspection	12/14/2023
LP gas check	N/A
Appliance check	12/14/2023
CO2 detector	12/14/2023
Fire extinguisher	12/14/2023
Smoke detector	12/14/2023
Other – Def, Fluids, Driving Condition, Heater	12/14/2023

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.

- Scuff on passenger side bump-out
- Exterior Stain in dinette window
- Scuff on sliding door
- Small chip/scratch on passenger side hood
- Scratch on passenger side door
- Dent on Diesel access panel
- Small ding on driver's side door

Additional Notes:

Note interior damages:

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

- Wear on driver and passenger side door panel
- Chip on dinette table
- Scuffs on gear garage and bedding area ceiling
- Door closure toilet paper holder
- Scuff on rear of driver's seat by dinette table

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 13.5'
- 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
- A/C use – shore power only
- Shore Power recommended for overnight heater
- 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

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 @ \$225/day	Tires	During the rental, tires are the responsibility of the renter.
\$250	Dumping	The renter is responsible for dumping and sanitizing grey water, toilet, and cassette unless cleaning add-on accepted
\$.45 mile over 200 daily calculated upon end of term	Mileage & Generator	This rental includes 200 miles per day. Additional miles are charged the mileage overage fee.
\$50.00/hour plus materials	Cleaning	Please return the RV in the condition received to avoid additional cleaning expenses. When selecting "cleaning", five hours are included. Additional services will be billed.
Cost + any/all admirative fees and costs including legal fees and lost rental availability @ \$225/day	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 @ \$225/day	Damage	All damages not noted on the departure form are the responsibility of the renter.
Cost of fill plus \$20	Diesel	Please return the diesel tank with the same level of fuel with which they were provided.
\$225/day after 10am	Late Fees	The return time for this vehicle is 10 AM. All rentals returned after 10am without prior approval will be subject to \$225/day charge.

Step 7: Fuel, Generator, and Mileage Readings

Record the following readings below with the renter present.

Odometer miles (motorhomes)	
Generator	N/A
Fuel	FULL
Propane	N/A
Dumped	Grey tank and toilet cassette dumped and sanitized
Tire condition	GOOD
Awning condition	GOOD – Awning lights INOP

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.

RV owner

Print name:

Michael Castagnet

Date:

Signature:

RV renter

Date:

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