



RENTAL FORMS KIT

*A complete kit for RV
Rental Insurance*

GUIDE FOR ENCLOSED RENTAL FORMS

Notice at the top of almost every sheet we have allowed room for you to print your logo, address and phone number.

FORMS

Rental Reservation Form:

1. _____ A good form to use to gather necessary information to check out the prospective renter.

Rental Terms and Conditions:

2. _____ We allowed blank spaces so that you may fill in your own dates, pricing and conditions.
3. **Security Deposit Refund:** Go over with your renter - allows him to know what will be required to get the deposit returned following rental.
4. **Cleaning Check List:** For your employees to use to make certain everything has been cleaned before rental.
5. **Pre-Rental Maintenance Check Sheet:** For your employees to make certain the vehicle has been serviced before rental.
6. **Rental Check Out Sheet:** Go over with your renter to make certain he understands the use of the vehicle and its operation.
7. **Client Departure:** Go over with your renter to be certain he understands how to use the vehicle and that you both agree on the vehicle's condition before the vehicle leaves your shop.
- 8&9 **Rental Check List:** Go over with your renter - give to the renter so he can maintain and use the vehicle properly during the rental period.
10. **Daily Inspection:** Give to your renter - he should use this every day to secure vehicle before use.
11. **Renter Take Along Check List:** Give to your renter as a suggestion of items to be taken along on vacation.
12. **Rental Check In Sheet:** For your employees to go over with your renter when the vehicle returns to determine the vehicle's condition, damages, cleanliness
13. **Customer Walk-Through Checklist:** Go over with your renter to make certain he understands the use of the vehicle and its operation.



RENTAL RESERVATION FORM

DATE _____

UNIT _____

NAME _____

ADDRESS _____

CITY _____

STATE / ZIP _____

SOC. SEC./PASSPORT _____

HOME PHONE _____

VERIFIED _____ DATE _____

EMPLOYER _____

ADDRESS _____

CITY _____

STATE / ZIP _____

WORK PHONE _____

POSITION _____

LENGTH OF EMPLOYMENT _____

VERIFIED _____ DATE _____

CAR INS. CO. _____

AGENT _____

CITY/STATE/ZIP _____

VERIFIED _____ DATE _____

BANKING INSTITUTION _____

CITY / STATE _____

ACCOUNT # _____

VERIFIED _____ DATE _____

CREDIT CARD _____

CARD # _____

EXPIRATION DATE _____

ACCIDENTS _____

VIOLATIONS _____

DO YOU OWN _____ RENT _____ YOUR HOME?

RENTAL DATES: FROM _____ TO _____

PICK UP DATE _____ TIME _____

RETURN DATE _____ TIME _____

DESTINATION _____

ESTIMATED MILEAGE _____

MAXIMUM # OF PEOPLE _____

PETS? DOGS _____ CATS _____ NONE _____

EMERGENCY CONTACT _____

TELEPHONE # _____

LIST ALL DRIVERS BELOW: (All drivers must be 25 years of age)

1. NAME _____ ADDRESS _____

CITY/STATE/ZIP _____ D.O.B. _____

OPERATORS # _____ EXPIRATION DATE _____ STATE _____

2. NAME _____ ADDRESS _____

CITY/STATE/ZIP _____ D.O.B. _____

OPERATORS # _____ EXPIRATION DATE _____ STATE _____

WHERE DID YOU HEAR ABOUT US? _____

QUESTIONS OR SPECIAL INSTRUCTIONS/ARRANGEMENTS: _____

I HAVE REVIEWED ALL OF THE INFORMATION LISTED ABOVE AND FIND IT TO BE CURRENT, CORRECT AND AGREEABLE TO ME.

CUSTOMER'S SIGNATURE

DATE

REPRESENTATIVE'S SIGNATURE

DATE



RENTAL TERMS AND CONDITIONS

- 1. RENTAL PERIOD:** _____ day minimum from _____ with pickup and return on Friday. _____ day minimum from _____. Pickup time is between _____ and return time is _____. **SHARP!** The renter will be charged \$25. per hour for a vehicle returned late and 1-1/2 the daily rental rate for each day the vehicle is late. **REMEMBER** –Other people may be waiting for the vehicle. Please contact our office if you are going to be delayed. No vehicle may be picked up or returned on Saturday or Sunday.
- 2. RESERVATION DEPOSIT:** Required on all rentals: Weekend - _____; 1-2 weeks - _____; 3 or more weeks - 1 week rental fee. **THE RESERVATION DEPOSIT IS NOT REFUNDABLE.**
- 3. SECURITY DEPOSIT:** _____ required at time of departure. Refundable within 5 business days of return providing the vehicle is clean (inside and outside), holding tanks are empty, gas and propane are full and the vehicle is not damaged or abused.
- 4. CLEANING DEPOSIT:** _____ deposit required on all rentals. Refundable within 5 business days of return providing the vehicle is as clean inside and outside as when it was received.
- Gasoline and propane tanks are released full and must be returned full. If not, the renter will be charged a _____ service charge to fill the gasoline tank plus the cost of gas at _____ per gallon. A _____ service charge will also be levied to full the propane plus the cost of propane at _____ per gallon.
- A dumping fee of _____ will be charged if the holding tanks are not empty upon return.
- A _____ sanitation fee will be charged for pets.
- 8. WINTERIZING FEE:** Required on all winter rentals. This fee is not refundable.
- All fees are payable by **CASH, CERTIFIED BANK CHECK, TRAVELERS CHECK OR ON A MAJOR CREDIT CARD (MASTERCARD OR VISA). WE DO NOT ACCEPT PERSONAL CHECKS.** Full payment is due on day of departure ie, balance of rental fee, security and cleaning deposits, estimated mileage charge, insurance waiver, winterizing fee, etc. Fees are subject to a State Sales Tax of _____%. the final payment is made on MasterCard or Visa arrangements must be made prior to day of departure.
- If breakdowns occur and repairs are needed: Any repair under _____ may be done. Any repair over _____ must have prior authorization from dealer. Please save and submit all receipts for repairs. **Refunds will not be made without a receipt.**
- If involved in an accident you must notify dealer within 24 hours. A full written police accident report must be submitted to our management upon your return. Failure to comply will result in the forfeiture of your security deposit.
- Proper identification, employment, credit references, and a valid drivers license must be presented when reserving a vehicle. **ALL INFORMATION WILL BE VERIFIED.**
- 13. ALL DRIVERS MUST BE 25 YEARS OF AGE.**
- Complete operating instructions will be given at time of departure. It will take approximately 45 minutes to one hour. A more convenient time may be scheduled.
- We reserve the right to refuse any applicant.
- 16. TERMS AND RATES SUBJECT TO CHANGE WITHOUT NOTICE.** Any additional terms will be disclosed at the time of the rental agreement is signed.



SECURITY DEPOSIT REFUND

NAME: _____ RENTAL UNIT: _____ DATE: _____

THE FOLLOWING IS A LIST OF DEBITS AND OR CREDITS MADE TO YOUR SECURITY DEPOSIT WITH AN EXPLANATION FOR EACH WHEN APPLICABLE:

INTERIOR/EXTERIOR NOT CLEAN	\$ _____	_____
INTERIOR/EXTERIOR DAMAGE	\$ _____	_____
ROOF DAMAGE	\$ _____	_____
UNDERCARRIAGE DAMAGE	\$ _____	_____
GAS TANK NOT FULL	\$ _____	_____
PROPANE NOT FULL	\$ _____	_____
HOLDING TANKS NOT DUMPED	\$ _____	_____
ADDITIONAL MILEAGE CHARGE	\$ _____	_____
ADDITIONAL DAYS	\$ _____	_____
MISC. CHARGES	\$ _____	_____
SUB-TOTAL	\$ _____	
	\$ _____	_____ % SALES TAX
TOTAL DEBITS	\$ _____	

REPAIRS WITH RECEIPTS	\$ _____	_____
	\$ _____	_____
MILEAGE REFUND	\$ _____	_____
TOTAL CREDITS	\$ _____	

REFUND SUMMARY

SECURITY DEPOSIT	\$ _____	MAJOR CREDIT CARD	RECEIPT DESTROYED _____
		VISA MC AE	SEND TO CUSTOMER _____
	\$ _____	CASH / CHECK	
CREDITS	\$ _____		
DEBITS	\$ _____		
TOTAL REFUND	\$ _____	PAID BY CHECK # _____	ON _____

REPRESENTATIVE'S SIGNATURE



CLEANING CHECKLIST

DATE _____ COACH # _____

DONE

- 1. REFRIGERATOR Use Soft Scrub, especially for marks. Wipe dry and leave door open if possible.
- 2. CUPBOARDS/DRAWERS/CLOSETS Wipe out with damp cloth. Use Soft Scrub, if necessary, for marks/heavily soiled areas.
- 3. KITCHEN AREA
- STOVE Wipe out oven and clean broiler pan if necessary. Use Soft Scrub and/or SOS, if necessary. Life burner cover and clean underneath using Soft Scrub, SOS and/or vacuum for crumbs.
- SINKS Clean with Soft Scrub and dry. Clean strainers also.
- GARBAGE PAILS Clean, rinse and dry.
- STOVE FAN Clean with Soft Scrub or SOS if necessary.
- WALLS Wash with Soft Scrub.
- COUNTER Clean with Soft Scrub and dry.
- 4. SHOWER AND TOILET AREAS
- SHOWER Clean with Soft Scrub and wipe dry.
- TOILET AREA Use Soft Scrub to wash sink, counter, medicine cabinet, walls around toilet and finally the toilet itself. Wipe everything dry. Use glass cleaner for mirrors.
- 5. CAB AREA
- DASH Clean with Armor All.
- WINDOWS Clean with glass cleaner.
- ASHTRAY Empty, rinse and dry.
- FLOOR Wash, dry and spray with Armor All.
- 6. VACUUM
- OVERHEAD BUNK Do top of mattress then lift and do underneath. If necessary wipe with damp cloth.
- CAB AREA Seats and floor area.
- COUCH Open up and vacuum upholstery, vacuum in back, also.
- DINETTE Cushions (over/under). Lift boards and vacuum in storage area if necessary.
- LOWER CABINETS All.
- FLOOR All the way through the coach.
- BED MATTRESS Over/under same.

WRITE DOWN ANYTHING THAT IS BROKEN, DAMAGED OR SEEMS UNUSUAL. REPORT TO MANAGEMENT AS SOON AS POSSIBLE.

REPORT AND TURN IN ALL ARTICLES THAT DO NOT BELONG IN THE MOTORHOME AND/OR ARE NOT PART OF THE IN/OUT CHECKLIST. THIS INCLUDES MONEY. THESE THINGS BELONG TO OUR CUSTOMERS NOT TO US.

EMPLOYEES' SIGNATURE



PRE-RENTAL MAINTENANCE CHECK SHEET

UNIT NUMBER: _____ MILEAGE: _____ DATE: _____

CHECK:

- Service Manual
- Park Directory
- Map Atlas
- Emergency reflectors
- Fire extinguishers
- Waste basket
- Toilet paper
- Paper towels
- Bunk ladder
- Bucket
- Broom & dust pan
- Vacuum
- Water hose
- Mono packets
- 2 sets of keys
- Jack & lug wrench
- Electric cable & adapter
- Sewer hose

CLEAN:

- Refrigerator
- Stove top
- Oven
- All drawers
- All storage compartments
- All shelves
- Medicine chest
- Toilet
- Bunks
- Spray all areas
- Trunk area
- Mirrors & inside windows
- Sink & lavatory

MECHANICAL AUTOMOTIVE:

- Check hydraulic brakes
- Battery, water & terminals
- Turn signals
- Emergency flashers
- Headlights, dim
- Headlights, bright
- Running lights
- Brake lights
- Back-up lights
- Heater fan
- Defroster fan
- Heater control (Lube cable)
- Fresh air vent
- Horn
- Radio
- Stereo
- Wipers
- Washers
- Gas gauges
- Hand brakes
- Tire air (spare)
- LUG NUTS
- Check transmission

- Check differential
- Check air filter
- RADIATOR
- ENGINE OIL
- Run auto air conditioner
- Check all belts
- Power steering fluid

MECHANICAL HOUSE:

- Fill propane
- Empty & fill water tanks
- Dump mono & drain holding tank
- Start generator (check oil & filter)
- Start air conditioner
- Check all interior lights
- Flush toilet
- Run power vents
- Check all cranking vents
- Run water compressor
- Light furnace pilot & high flame
- Light stovetop pilot & burners
- Light refrigerator
- Check table leg & latches
- Light hot water heater

MILEAGE LAST TUNE-UP: _____

MILEAGE LAST LUBE: _____

MILEAGE LAST OIL CHANGE: _____

MILEAGE LAST FILTER CHANGE: _____

CLEANED BY: _____

DATE: _____

SERVICED BY: _____



Motorhome Check-Out Form

Stock# _____ VIN# _____ Lic. Plate # _____ Mileage _____

Check:

- Service Manual
- Park Directory
- Dealer Directory
- Map Atlas
- Emergency Reflectors
- Flares
- Fire Extinguishers
- Waste Basket
- Toilet Paper
- Paper Towels
- Bunk Ladder
- Bucket
- Broom & Dust Pan
- Vacuum
- Water Hose
- Mono Packets
- 2 sets of keys
- Jack & Lug Wrench
- Electric Cable & Adapter
- Sewer Hose
- First Aid Kit
- Cutlery Tray
- Ice Trays
- Seat Cushions/ Mattresses
- Refrigerator Level
- Spare Fuses/Bulbs
- Belts (Automotive)
- Convenience Pkg.
- Accessories
- Tools

Clean:

- Refrigerator (prop open door)
- Stove top
- Oven
- All drawers
- All storage compartments
- All shelves
- Medicine Chest
- Toilet
- Bunks
- Spray all areas
- Trunk Area
- Mirrors & inside windows
- Sink & Lavatory

Interior:

- Floor & cockpit area
- Ashtrays
- Curtains straightened & working properly
- Exterior washed

Mechanical Automotive:

- Check hydraulic brakes
- Battery, water & terminals
- Turn signals
- Emergency flashers
- Headlights ,dim
- Headlights, bright
- Running lights
- Brake lights
- Back-up lights
- Heater fan
- Defroster fan
- Heater control (Lube cable)
- Fresh air vent
- Horn
- Radio
- Stereo
- Wipers
- Washers
- Gas gauges
- Hand brakes
- Tire air (spare)
- Lug nuts
- Check Transmission
- Check differential
- Check air filter
- Radiator
- Engine Oil
- Run air conditioner
- Check all belts
- Power Steering fluid

Mechanical House:

- Fill propane tanks
- Empty & fill water tanks
- Dump mono & drain holding tank
- Start generator (check oil & filter)
- Start air conditioner
- Check all interior lights

- Flush toilet
- Run power vents
- Check all cranking vents
- Run water compressor
- Light furnace pilot & high flame
- Light stovetop pilot & burners
- Light refrigerator
- Check table leg & latches
- Light hot water heater
- Check Electrical Outlets
- Check water pressure
- Check air cond. filter

Driver Road Test:

- Forward & reverse (use of guide for backing)
- Turns(note right side through mirror)

(Road Test)

- Left turn
- Right turn
- U of Y turn
- Passing
- Backing
- Parking

(Explanation of particular skills)

- Wind or dust control
- Off the road operation
- Height limitation
- Supplies needed for operation
- Off-road vehicle securing procedure

(Repairing procedure – securing vehicle to service on & off road)

- Choking wheels
- Setting flares
- Jacking vehicle to change flats

(National Dealer Service Network procedure for getting service)

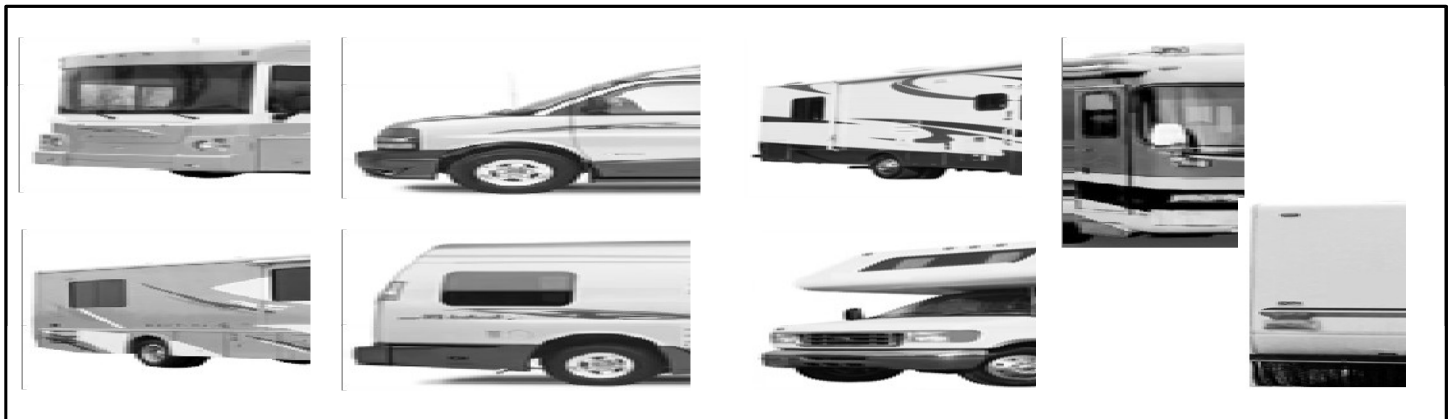
- Winnebago Dealers
- Dodge Dealers

Cleaned by: _____

Serviced by: _____

Date: _____

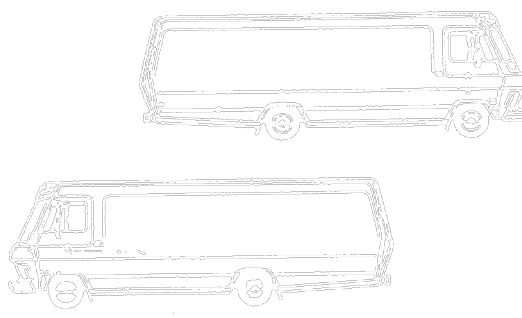
Date: _____



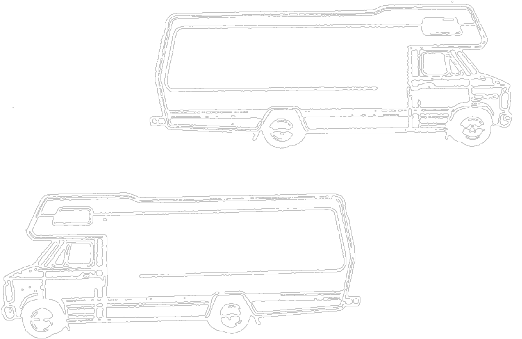
I have reviewed the items listed above and agree with what is shown _____ Service Tech Date _____
 I have reviewed the items listed above and agree with what is shown _____ Rental Agent Date _____
 I have reviewed the items listed above and agree with what is shown _____ Renter Date _____

FILE NUMBER	CUSTOMER NAME	# IN PARTY	UNIT NUMBER	DEPARTURE DATE	TIME	READY

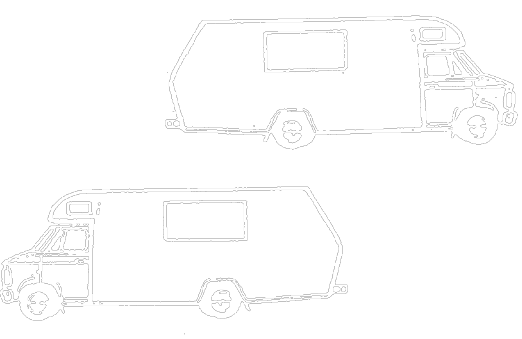
TYPE A



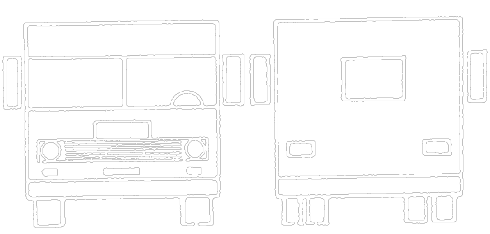
TYPE B



TYPE C



FRONT/BACK



CLIENT DEPARTURE

- Questionnaire Completed
- Letter of Assistance Given

The following have been explained to the client:

- Speed regulations
- Oil change (20W50 or best)

Cautions:

- Overhead objects, bridges, etc.
- Backing
- Parking (have someone watch outside)
- Narrow bridges
- Tree branches
- Read operations manual
- Steps to take in case of accident
- Undercarriage

I have inspected the vehicle and have been instructed as to its proper use. I **ACKNOWLEDGE** that the vehicle is clean inside and outside and is undamaged except as noted to the left, and below.

I **ACKNOWLEDGE** that the vehicle is fully equipped with unit and _____ person kit as listed in the Operator's Manual as well as having the following additional items:

I **ALSO ACKNOWLEDGE** that I have **READ** and **UNDERSTOOD** the information and instructions provided in the Operator's Manual and that the vehicle now has _____
 km, miles; Gas E, 1/4, 1/2, F; Water tank full ;
 Propane full ; and promise to pay all parking tickets that may incur during the rental period. I further understand that CDW (collision deductible waiver) does not cover damages caused while **parking** and **backing** and have received proper instruction regarding this matter.

Date: _____

X _____

Clients Signature

X _____

Clients Signature



RENTAL CHECK LIST

We've tried to think of everything in assembling information which you might find of value in renting a recreational vehicle and planning your trip. In case we've missed something, don't hesitate to ask. It is important to remember that the owner thinks very highly of his RV and wants it returned in the same condition that you received it. In effect, you are renting a home on wheels so treat it with respect.

MECHANICAL OPERATION OF THE MOTORHOME

ENGINE COMPARTMENT: Basically, this is the same as your car. If in doubt about any portion of the front compartment, let your service station attendant do the servicing. **IT IS EXTREMELY IMPORTANT** that you keep a sharp eye on the engine temperature and pressure gauges. If there is anything abnormal, shut the engine down. Better safe than sorry.

WATER AND OIL: It is necessary to check water and oil each time in refueling. If traveling in excessive hot weather and engine is overheating, **STOP!**

FAN BELTS: If a fan belt breaks, do not keep traveling because the engine will overheat if the fan is not operating. Replace the fan belt.

TIRES - CHECK TIRES EACH TIME YOU STOP - Especially the rear duals, as you could have a flat and not know it thereby putting yourself in danger of fine and ruining the tire, and or the wheel.

STOW OUTSIDE STEP BEFORE MOVING MOTORHOME: The reason being, the step makes the motorhome wider than eight feet wide which is the legal limit, and you could receive a ticket. Also in the down position the step can be damaged and that is the lessee's responsibility.

FUEL TANKS: They are 40 to 70 gallons, depending on the size of the motorhome you have. Your mileage will depend on your driving habits. If you keep your speed down to 45 or 50 mph, you may get 6 to 8 mpg on your fuel. Anything over 50 mph and you can figure on lowering your mileage to 5 to 7 mpg. All propane must be shut off when fueling the motorhome.

GENERATOR: (Power plant) located in the rear of the motorhome. Generator can be running while your motorhome is traveling. To have 110 volt power for lights and air conditioner on the roof, generator must be running. Generator switch to start and stop is usually located on the dash of the motorhome or can be near the monitor panel. All lights are 12 volt. The 12 volt runs off the battery and should not be left on or the battery will run down. If the battery should run down, start the generator and it will charge the battery. If you have any problems starting the generator, attempt to start it in the rear compartment by choking it with the throttle linkage. If you still have problems, call for further assistance.

PROPANE: The tanks will be completely full upon your departure and you must refill them before you return. Should you run out of propane (which is unlikely as there is enough in the tanks for 4 to 6 weeks) check the yellow pages in your immediate area under motorhome services. Make sure that you are out of propane and that the pilot light has not gone out. If it is propane, your oven, stove and refrigerator will not light. Do not attempt to fill the tanks yourself, go to a professional.

TOILET, SEWER SYSTEM, HOLDING TANK: To empty holding tank... On driver's side underneath the motorhome is where the drain for holding tank is located. At the rear of the motorhome either in the bumper or right beneath the bumper, the sewer drain hose is located. Take the sewer hose and attach to holding tank drain. Attach the other end to a dumping facility. Open valve to drain holding tank. Same operation applies when hooking to sewer facilities in a park and leave valve open at all times. When holding tank is empty, replace sewer drain hose and replace sewer tank cap. You can visually see when holding tank is reaching full by flushing toilet and looking down the drain. While draining holding tank, run water through toilet bowl and into tank to flush out residue in tank. **WHEN YOU RETURN THE MOTORHOME, BE SURE HOLDING TANKS ARE EMPTY.**

REFRIGERATOR: MOTORHOME MUST BE LEVEL FOR REFRIGERATION TO OPERATE. Refrigeration pilot can go out. It must be relit to operate. The outside temperature must be taken into consideration regarding full efficiency of the refrigerator. Continually opening and closing refrigerator door will lessen the efficiency and raise the temperature inside the refrigerator. It is suggested that you place the refrigerator on the electric mode when hooked up to outside electricity.

RECHARGE TOILET: When holding tank has been drained, take package of chemicals and put down toilet drain while flushing the toilet. In most cases, shower and sink water does not go into sewer holding tank. Most motorhomes have 2 separate holding tanks.



RENTAL CHECK LIST

POWER FAILURE: If you have an electrical power failure be sure to check breaker switches and or fuses that may apply, located inside or outside of motorhome. Breaker switch shuts off automatically if becoming overloaded with air conditioners and appliances. If you have difficulty locating breakers, the owners manuals will help you locate them.

LOADING UP: When loading, don't create road-handling problems by concentrating heavy items on one side, or at the rear or overhead. Items stored in overhead cabinets, especially heavy objects, can fly out in a panic stop or collision. It is a good idea to place in a plastic bin any bottles that may break and spill liquids.

THE FOLLOWING TIPS CAN PREVENT DAMAGE AND SAVE YOU MONEY

WHEN BACKING UP: ALWAYS HAVE SOMEONE AT THE REAR OF THE MOTORHOME TO CHECK FOR CLEARANCE. There can always be an object such as a short post that would be impossible to see from the side mirrors and much damage results when the bumper is caught on such items. When you take your RV into boondock areas for hunting or fishing, always point the vehicle headed out toward the road. Then, should an emergency require quick departure, you lose no time maneuvering to turn the vehicle around, or risk getting bogged down or backing off the road into a ditch in the darkness.

EMERGENCY ROOF EXITS: Are to be opened only in the event of an emergency. They are easily cracked if not opened properly and closed in the same manner.

ALL OUTSIDE ACCESS DOORS TO OUTSIDE COMPARTMENTS ARE TO BE LOCKED, LATCHED OR SECURED - TO PREVENT ANY LOST ITEMS STORED INSIDE THEM.

LOCK ENTRY DOOR FROM INSIDE BEFORE TRAVELING: The door can come open while moving and do damage to the door as well as the motorhome.

SECURE REFRIGERATOR DOOR: If food or bottles are not stored properly in the refrigerator, upon opening after traveling they will fall out and possibly stain the carpeting.

WHAT TO DO IF...

WATER BACKS UP INTO THE SHOWER: The holding tank for waste-water from shower and sinks is probably full. If you are not near a dumping station, you can run excess water into a large pail placed beneath the waste-water (not the sewage) outlet while at a campground. But before you leave the campground, carry the pail to an emptying facility. Because some campers have spoiled campsites by pouring waste-water on them, some states outlaw use of the open pail for this purpose.

YOU HEAR A MOTOR CUTTING OFF AND ON ALL NIGHT: It is probably the water pump, installed in many motorhomes to pressurize the water system. Turn off the switch, and make sure all faucets are turned off.

YOU HAVE A FLAT TIRE: Call in a pro with a strong back and good equipment. He can jack up the vehicle and handle the heavy wheels easily.

YOU TURN ON THE FAUCET AND WATER SPUTTERS OUT: It is probably caused by air in the water tank or lines. Turn on the water pump and open a faucet and let it run to clear the air from the lines. **MAKE SURE YOU DO NOT RUN THE WATER TANK EMPTY WITH THE PUMP ON, THIS COULD CAUSE AIR IN THE LINES AND BURN OUT THE WATER PUMP.**

We have a variety of motorhomes and each and every one is different in some respect. If the above hints do not apply to your particular rental, then check the manual for further details and information.

Please remember these are machines and are subject to Murphy's Law which is "If anything can go wrong, it will." So treat it with respect, try to learn a little about it in the short time you have it and I'm sure you will enjoy it and have a minimum amount of problems.

NOTE THIS IS NOT AN OFF-ROAD VEHICLE. IF YOU TAKE IT OFF-ROAD, YOU STAND TO LOSE CONSIDERABLE MONEY IN REPAIR BILLS.

IF ANY PROBLEMS ARISE, PLEASE CALL: _____



DAILY INSPECTION FORM

1	2	3	4	5	6	7	EXTERNAL	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wipe mirrors, glass, lights	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean campsite	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secure camp gear	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check engine oil level	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check radiator water level	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check transmission level	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check engine exhaust system	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tires - pressure, scuff marks (especially notice inside tire on dual rear wheels)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check hot water heater	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check LP gas system	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spare tire carrier, pin in place	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check oil in generator	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check generator exhaust system	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check battery level	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holding tank levels - dump if necessary	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holding tank hose - disconnect and secure	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water level - fill if necessary	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water hose - disconnect and secure	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land line (110 power supply cord) disconnect and secure	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside compartment doors latched	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note leaks under unit - water, gas, oil	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check under unit for articles	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check physical damage - all sides	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check exterior clearances	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOOR STEP UP	_____

1	2	3	4	5	6	7	INTERIOR	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secure all personal items	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TV antenna down and secured	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secure vents	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior door and cabinets latched	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator door secure	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety equipment (fire extinguisher, flares, reflectors, jack pad, jack for flats, spare tires, chuck for wheels, lug wrench, spare fuses, bulbs)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note gauge operation on dashboard (ammeter, oil pressure, water temperature, flashers, fuel level)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check hand brake	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Battery switch - proper setting	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupants present and accounted for	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance door - closed, latched, dead bolt secured	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seat belts in use	_____

COMMENTS _____

**THIS FORM MUST BE RETURNED
TO DEALER ON RETURN DATE**

Customer's Signature



RENTER'S TAKE-ALONG CHECKLIST

1. PERSONAL

- Credit card
- Traveler's checks
- Money
- Driver's license
- Proof of citizenship for
Canadian or Mexican crossing
- Camera equipment and film
- Games, toys, coloring book
(for children)
- Fishing equipment
- Binoculars
- Extra eye glasses
- Sun glasses
- Pocket knife
- Sewing kit
- Rainwear (fold-up type)
- Flashlight and lantern

2. COOKING

- Can opener
- Bottle opener
- Spatula
- Long-handled fork
- Measuring spoon
- Skillet
- Pot with cover
- Oven pan
- Plastic shaker
- Mixing bowl and cover
- Aluminum foil
- Wood type matches
- Plastic waste baskets
- Sharp knives
- Coffee pot
- Scissors
- Shot glass
- Hot pad and mitts
- Napkins and paper towels
- Storage dishes

3. BATHROOM

- Hand soap
- Shampoo
- Tooth brushes and paste
- Combs and brushes
- Bath towels that can double as
beach towels
- Shower caps
- Toilet kits
- Shaver
- Toilet tissue
- First aid kit

4. LINENS

- Sleeping bags
- Sheets
- Pillows and pillow cases
- Mattress pads
- Extra blankets
- Laundry bags

5. CLEANING

- Scouring pads
- Soft Scrub
- Dish soap
- Sponge
- Hand lotion

6. BABY NEEDS

- Porta-crib
- Car bed or similar
- Expanding gate with rubber
bumpers on end... fits in door
jamb
- Back carrier for your "papoose"
- Family doctor's phone #
- Formula and baby food
- Prescription medicines

7. MISCELLANEOUS

- String
- Clothes line
- Fly swatter
- Insect repellent
- Masking tape
- Small barbeque grill
- Charcoal
- Charcoal lighter fluid
- Notebooks
- Pencils
- History or travel books on areas
you plan to visit
- Stamps for postcards or letters
- Address book (include phone
numbers)

8. FOOD

Enough for the first couple of days or so - buy as you go. Use plastic or other disposable containers for dining or food storage. Remember seasonings. You also may want to include limited supply of emergency food rations (candy bars, dried meats & fruit, etc.).

9. CLOTHING TIPS

One "good" outfit for each traveler (hang in plastic bag in closet). Remember - it can get cold in the morning even during the summer. Send for information on areas you are going to visit and plan your wardrobe accordingly.



Motorhome Check-In Form

Stock# _____ VIN# _____ Lic. Plate # _____ Mileage _____

Check:

- Service Manual
- Park Directory
- Dealer Directory
- Map Atlas
- Emergency Reflectors
- Flares
- Fire Extinguishers
- Waste Basket
- Toilet Paper
- Paper Towels
- Bunk Ladder
- Bucket
- Broom & Dust Pan
- Vacuum
- Water Hose
- Mono Packets
- 2 sets of keys
- Jack & Lug Wrench
- Electric Cable & Adapter
- Sewer Hose
- First Aid Kit
- Cutlery Tray
- Ice Trays
- Seat Cushions/ Mattresses
- Refrigerator Level
- Spare Fuses/Bulbs
- Belts (Automotive)
- Convenience Pkg.
- Accessories
- Tools

Clean:

- Refrigerator (prop open door)
- Stove top
- Oven
- All drawers
- All storage compartments
- All shelves
- Medicine Chest
- Toilet
- Bunks
- Spray all areas
- Trunk Area
- Mirrors & inside windows
- Sink & Lavatory

Interior

- Floor & cockpit area
- Ashtrays
- Curtains straightened & working properly
- Exterior washed

Mechanical Automotive:

- Check hydraulic brakes
- Battery, water & terminals
- Turn signals
- Emergency flashers
- Headlights ,dim
- Headlights, bright
- Running lights
- Brake lights
- Back-up lights
- Heater fan
- Defroster fan
- Heater control (Lube cable)
- Fresh air vent
- Horn
- Radio
- Stereo
- Wipers
- Washers
- Gas gauges
- Hand brakes
- Tire air (spare)
- Lug nuts
- Check Transmission
- Check differential
- Check air filter
- Radiator
- Engine Oil
- Run air conditioner
- Check all belts
- Power Steering fluid

Mechanical House:

- Fill propane tanks
- Empty & fill water tanks
- Dump mono & drain holding tank
- Start generator (check oil & filter)
- Start air conditioner
- Check all interior lights

- Flush toilet
- Run power vents
- Check all cranking vents
- Run water compressor
- Light furnace pilot & high flame
- Light stovetop pilot & burners
- Light refrigerator
- Check table leg & latches
- Light hot water heater
- Check Electrical Outlets
- Check water pressure
- Check air cond. filter

Driver Road Test:

- Forward & reverse (use of guide for backing)
- Turns(note right side through mirror)

(Road Test)

- Left turn
- Right turn
- U of Y turn
- Passing
- Backing
- Parking

(Explanation of particular skills)

- Wind or dust control
- Off the road operation
- Height limitation
- Supplies needed for operation
- Off-road vehicle securing procedure

(Repairing procedure – securing vehicle to service on & off road)

- Choking wheels
- Setting flares
- Jacking vehicle to change flats

(National Dealer Service Network procedure for getting service)

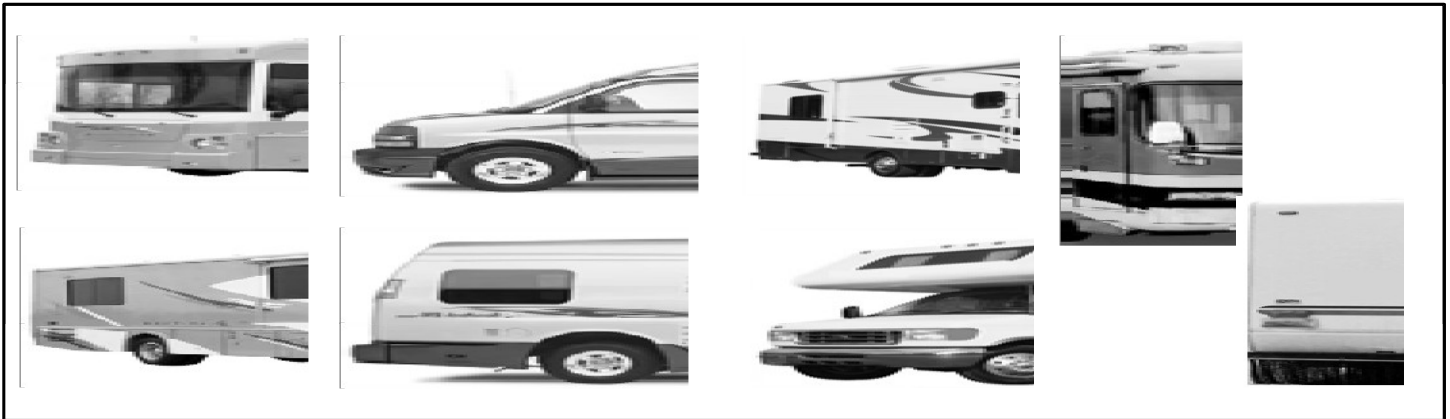
- Winnebago Dealers
- Dodge Dealers

Cleaned by: _____

Serviced by: _____

Date: _____

Date: _____



I have reviewed the items listed above and agree with what is shown _____ Service Tech Date _____
 I have reviewed the items listed above and agree with what is shown _____ Rental Agent Date _____
 I have reviewed the items listed above and agree with what is shown _____ Renter Date _____

CUSTOMER WALK-THROUGH CHECKLIST

Emergency Telephone Number: _____

This checklist is a part of our "Customer Service Commitment"

Keep this copy as a "double check" that every item was completely explained to you.

Date: _____ Unit # _____ Walk-Through Technician: _____ Customer: _____

SECTION 1. – OUTSIDE THE RV

PART A – THE DRIVER'S SIDE

STORAGE COMPARTMENTS

- Latches are **NOT** reliable
- How to open, close and lock for travel
- The compartments are clean
- DO NOT** block the furnace vent
- Balance the weight between the axles

FRESH WATER FILL SYSTEM

- Drinking **NOT** recommended
- How to add water-slowly use white hose
- Cold conditions?
- Switch for pump pressure
- Damage caused by over filling

CITY WATER HOOKUP

- Regulator use and why
- White hose and why to use
- When to use the pump
- When **NOT** to use the pump

ACCESS TO THE WATER TANK

- Only for service not storage (some models)
- Severe cold weather precautions?

WASTE WATER SYSTEMS

- Number of tanks and the size
- Caps and hoses
- What to do at a pumping station—hoses/valves

- Never drain except in authorized station (Legal Violation)
- Black tank – toilet
- Draining the tanks
- Grey tank – sinks and shower
- Adding chemicals
- Try **NOT** to drive with tanks full

GAS TANK

- Number of tanks, location and size
- Premium fuel – first choice – for added power
- Vehicle range
- Always turn appliances off when fueling**
- Generator auto shut off at 1/4 tank

WATER HEATER

- How to light the water heater – Manual or DSI
- DO NOT** have water heater running while the RV is moving (fire danger)
- How much hot water do you have
- How fast does the water get hot
- Keep kids away from the vent
- DO NOT** block the water heater vent

FURNACE ACCESS

- HOT, HOT do NOT touch**

- DO NOT** run the furnace while the vehicle is moving?
- WARNING** Danger for Children
- DO NOT** block the furnace vent

ELECTRICAL COMPONENTS SHORE LINE CONNECTIONS

- Amps
- Cords and umbilical – voltage drops and resistance
- DO NOT** plug-in if you are standing in water
- DO NOT** plug-in or unplug while generator is operating
- Plugs and adapters 30/115
- Proper extension cords

GENERATOR 115 VOLT SYSTEM (OPTIONAL)

- Check generator oil daily
- Use surge protectors for electronic products
- Which appliances can be run – **AT THE SAME TIME**
- DO NOT** start or stop generator with appliances on
- Charges coach battery
- When to you use it? while moving or parked
- Automatically turns off if tank is below 1/4
- How to determine usage (meter)



PART B – THE ENGINE COMPARTMENT

CHECKING THE FLUIDS

- Frequently check the oil, radiator, battery water
- At 3,000 miles change oil and filter

BATTERIES IN A 120 SYSTEM

- 2 types that charge separately and simultaneously

- The truck battery
- The house battery

PART C – THE PASSENGER’S SIDE

STEPS

- How to lower and raise – Electric or Manual
- WARNING** Retract before you leave the campsite

PROPANE TANK

- Used for stove, water heater, furnace, refrigerator
- You must turn off all appliances
- When **NOT** to use
- Emergency shut offs
- ONLY** the refrigerator can draw propane while the coach is

moving, – (because it's the Only appliance where the flame is shielded by sheet metal)

- How to fill – Maximum 75% due to expansion
- Where, how and when to use

RANGE HOOD EXHAUST VENT

- Explained use

OUTSIDE PLUGS

- Usage, 115 Volt

ROOF RACK AND LADDER

- Explained weight restrictions

SPARE TIRE AND JACK

- Explained location and recommendations in case of a flat

AWNING DEMONSTRATION

- Fragile items
- How to close and secure for travel
- How to open – and secure
- Finger pincher, be careful
- Wind

I understand SECTION 1 “OUTSIDE THE RV” – PARTS A, B, and C – Initials: _____

SECTION 2. – INSIDE THE RV

PART A – THE CABIN OR HOUSE

ESCAPE HATCH

- Location and emergency **ONLY**
- Securing before moving
- WARNING** Danger for kids, it's easy to open

ROOF VENTILATION

- Location
- Never drive with vents open

TV TRAY – CABLE HOOK-UP

- How big a TV can be used? Size and weight
- How to hook-up cable

- Antennas and power boosters

- What is safe when the RV is moving

THERMOSTAT

- Location
- Ventilation
- When it's **SAFE** to use

FURNACE AND THE BATTERY

- How they work together
- How to start the furnace

AIR CONDITIONER

- Protecting the generator –

voltage regulator

- How to start and stop
- When to use with other appliances

TOILET

- Pump switch
- If bowl won't hold water
- Type of paper
- Maintenance after emptying the tank – chemicals
- What to do with a clog



PART A – THE CABIN OR HOUSE (Inside)

SHOWER

- Fiberglass is fragile
- DO NOT** use for storage
- DO NOT** shower while the RV is moving

REFRIGERATOR

- Setting the temperature
- Operation when the RV is parked
- Be careful about heavy weight in the doors
- Turn OFF when fueling**
- Operation when the RV is moving
- Leveling

MICROWAVE

- Never use with the AC on
- Use **ONLY** Microwave safe items

STOVE

- Cooking with gas
- Lighting the burners
- Lighting the oven

- The proper tool to light the stove
- Watch your clothing
- Never use to heat the inside of the RV
- DO NOT** use if RV is moving
- High Speed burners **CAUTION**

MONITOR PANEL

- Location
- Reliability – only accurate when parked

BEDDING SET-UP

- Location of beds
- Location of seat belts
- Everyone **MUST** be belted when RV is moving

FIRE EXTINGUISHER

- Location
- Not for camp fires
- How to use – pull, point and push

- Clean-up

SMOKE DETECTOR

- Location
- Test
- What to do if it goes off while cooking

PROPANE LEAK DETECTOR ALARM

- Location
- False alarms caused by hair sprays, perfume, cleaning solvents, low battery power or exhaust
- Safety features – auto shut off
- What to do if the alarm goes off

CO DETECTOR

- Location
- Features

PART B – THE DRIVER'S SEAT

HOOD RELEASE

- Location and operation

EMERGENCY BRAKE

- Location
- How to set and release

DRIVING FLASHERS

- Location
- Test

WIPERS

- Location
- Test

DASH AIR CONDITIONER

- Best not to use driving up hill

CRUISE CONTROL

- How to use
- When to use and why

WINDSHIELD

- Repairing chips before they become cracks

O/D TRANSMISSION

- How to turn on and off
- Purpose
- When to use

I understand SECTION 2 "INSIDE THE RV" – PARTS A and B – Initials: _____



SECTION 3. – HOW AN RV DRIVES DIFFERENTLY THAN A CAR

VEHICLE HEIGHT

- Actual height and width noted
- Clearance for the AC _____
- Trees

ROOF AND AC DAMAGE

- Who pays for what?

INSURANCE AND THE UNDERCARRIAGE

- What is and is **NOT** covered by insurance

VEHICLE WEIGHT

- Loading capacity _____
- Maximum load, full tanks

LEVELING VEHICLE

- Why
- Refrigerator

VEHICLE STOPPING DISTANCE

- Give yourself room
- The safest way to slow down
- ABS brakes
- Hills
- Over heating

VEHICLE LENGTH

- Leaving the driveway watch the **ANGLE** Turning sharp extends the rear end _____ feet.

VEHICLE WIDTH

- CAUTION** Mirrors add 2 feet, watch for signs and branches

BACKING UP VEHICLE

- NEVER BACK UP** without a spotter to guide you that you can see in the side mirrors
- Look over the area from outside of the RV – **BEFORE YOU BACK UP!**

VEHICLE MIRRORS

- Set for each driver
- Check before you drive

I understand SECTION 3 "HOW AN RV DRIVES DIFFERENT THAN A CAR" – Initials: _____

HOW TO GET YOUR DEPOSIT BACK

1. Gas Tank _____
Waste Tanks _____

2. Interior _____
Exterior _____

3. Vehicle must be undamaged inside and outside.

I understand the deposit requirements
Initials: _____

TEST DRIVE

You have the right to test drive the vehicle or to decline the test drive.

Renter declined test drive _____ Date _____

Renter has taken the test drive and vehicle was in satisfactory condition.

Performed test drive _____ Date _____

I acknowledge that I initialed SECTIONS 1, 2, and 3, and that I understand each item and received a copy of this checklist.

Name _____ Date _____

