

Departure Form : Coleman INSURANCE ___ DRIVERS LICENSE ___ PAID IN FULL ___ DEPOSIT
RETURNED ___

Step 1 - Damage Walkthrough

The purpose of this walkthrough is to set an agreed upon baseline for the condition of the RV with the renter. This helps prevent disputes should damage occur. You must do a comprehensive review of the condition of the entire interior and exterior, which includes the undercarriage and roof of the RV. Point out any and all pre-existing damage to the renters and write it down in the appropriate places. Invite the renters to point out any damage or wear and tear that they see as well and write this down on the form.

Noted Exterior Damages:

- 1. Small Scratches from bike handles
- 2. Small dent in front
- 3. _____
- 4. _____
- 5. _____

Noted Interior Damages:

- 1. Hole in the Cabinet by bathroom
- 2. _____
- 3. _____
- 4. _____
- 5. _____

_____ Renter's Initials

Step 2 - Training Walkthrough

The purpose of this walkthrough is to educate your renters on how to successfully operate your RV. You are responsible for ensuring that your renters have all the necessary knowledge to solely operate your RV.

Check off each step in training (or write N/A) once it is completed: ___ Generator Training
 ___ Kitchen Training ___ Bathroom Training ___ Furniture Training ___ Tire Training ___ Fluids
 Training ___ Hitch Training (trailers) ___ Water Hookup Training ___ Power Hookup Training
 ___ Cleaning Training

Step 3 - Setup/Tear Down Lesson

The purpose of this step is to teach your renters all elements of setting up and tear down camp with your RV. If your unit is a trailer, this will require teaching your renters how to attach and detach the trailer. At this step, you should not only demonstrate the elements of setup and takedown but also allow the renters to practice each step themselves. ____ Setup Lesson ____ Tear Down

Step 4 - Driving Lesson If possible, take your renters on a brief driving lesson around your area. Be sure to allow all primary drivers a turn at driving or towing the RV. Be sure to thoroughly answer any questions that come up. No thank you I feel comfortable towing the camper, yes please.

_____ Renter's Initials Yes / No

Step 5 - Final Condition Check

Check over the RV to ensure its road worthiness. Check off each task as completed (or write N/A): ____ Tire Pressure ____ Mirror Check ____ Turn Signals ____ Anti Sway Bar Hook Up

Step 6 - Overview of Conditional Fees & Renter Responsibilities

The purpose of this step is to remind the renters of their responsibilities as well as the additional fees that they may incur if they fail to meet these responsibilities. Check off each section once discussed (or write N/A):

____ Tire Responsibilities: Renter is responsible to maintain tire pressure. If neglect occurs renter will be responsible for cost of the damages.

____ Dumping Responsibilities: Camper is to be dumped before return, if not dumped there is a \$100.00 fee.

____ Propane Responsibilities: Propane is to be filled prior to drop of, if propane is not filled renter will be charged \$8.00 per gallon.

____ Mileage Overage Fee: \$1 per mile fee.

____ Early Pickup Fee

____ Late Drop-off Fee: \$50.00 per hour

Step 7 - Mileage and Tank Readings If applicable (write N/A if not), you must record the current readings listed below in the presence of the renter: Propane Tank Level:Full, Waste Tank: Empty)

Early/Late Pick-up? Yes ____ No ____ If yes, Fee Amount _____ Drop Off Time: _____

_____ Renter's Initials

Step 8- Additional Drivers

Please list any additional drivers aside from the primary renter who signed the Rental Agreement. Keep in mind, drivers must be 25 years of age or older.

- 1. Name: _____ Phone Number: _____

Date of Birth: _____

License Number: _____ State: _____

2. Name and Phone: _____

Date of Birth: _____

License Number: _____ State: _____

Step 9 - Sign Off & Send Off Once all steps on the Departure Form have been completed and documented, and all of the renter's questions answered, both you and the primary renter (whoever signed the Rental Agreement) must sign off on the Departure Form. All necessary contact information must be exchanged. Check off each section as completed: ___ Proof of Insurance* ___ Proof of License ___ Exchange of Contact Info

Owner Print Name :

Signature _____ Date _____

Renter Print Name:

Signature _____ Date _____

_____ Renter's Initials