



# Driveable RV Departure Form

This form must be completed for quality assurance, insurance protection, and to ensure the best possible owner and renter experience. **Note that both the RV Departure form and RV Return form are required to submit a claim.**

**Important Reminder:** Prior to the arrival of your renters, you should have your RV or travel trailer completely ready to go. Please make sure you have completed all of the tasks on the Pre-Arrival Checklist.

## 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.

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### Note interior damages:

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

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Owner signature

Renter signature

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## Pre-trip photos

- Have been taken
- Have not been taken

## 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               | <input type="checkbox"/> Furniture | <input type="checkbox"/> Hitch (Trailers) | <input type="checkbox"/> Cleaning     |
| <input type="checkbox"/> Storage While Traveling | <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Tire             | <input type="checkbox"/> Water Hookup |
| <input type="checkbox"/> Slide-Out               | <input type="checkbox"/> Bathroom  | <input type="checkbox"/> Fluids           | <input type="checkbox"/> Power Hookup |
| <input type="checkbox"/> Unit Specific           | <input 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.

## 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 note that failing to provide a driving lesson may nullify your case in the event of a disputed claim.

Owner signature \_\_\_\_\_

Renter signature \_\_\_\_\_

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- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Engine Starting | <input type="checkbox"/> Reversing          | <input type="checkbox"/> Highway Driving   |
| <input type="checkbox"/> Left Turn       | <input type="checkbox"/> Appropriate Speeds | <input type="checkbox"/> Residential Roads |
| <input type="checkbox"/> Right Turn      | <input type="checkbox"/> Gas Station        | <input 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 type="checkbox"/> Tire Pressure | <input type="checkbox"/> Windshield Fluid      | <input type="checkbox"/> Generator Oil      |
| <input type="checkbox"/> Tire Tread    | <input type="checkbox"/> Lights & Turn Signals | <input type="checkbox"/> Transmission Fluid |
| <input type="checkbox"/> Motor Oil     | <input type="checkbox"/> Radiator Fluid        | <input 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.

Fee	Responsibilities	Notes
	Tires	During the rental, tires are the responsibility of the renter. Please review the contract and note renter's responsibilities
	Dumping	Unless otherwise noted, the renter is responsible for dumping the black and grey tanks
	Mileage & Generator	This rental includes _____ miles per day. Additional miles are charged the mileage overage fee.  This rental includes _____ hours per day. Additional hours are charged the generator overage fee.
	Damage	All damages not noted on the departure form, but noted on the return form, are the responsibility of the renter
	Fuel	It is the responsibility of the renter to return the fuel tanks with the same level of fuel with which they were provided.
	Late Fees	The return time for this vehicle is _____ AM/PM.  If the late return interferes with another booking, the late fee is the full nightly rate each eight hour period the vehicle is late plus an additional \$100 administrative fee

Owner signature \_\_\_\_\_

Renter signature \_\_\_\_\_



### Step 7: Fuel, Generator, and Mileage Readings

Record the following readings below with the renter present.

<b>Odometer miles</b> (motorhomes)						miles
<b>Generator</b>						hours
<b>Fuel</b>	Full	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{4}$		n/a
<b>Propane</b>	Full	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{4}$		n/a
<b>Dumped</b>	Yes		No			n/a
<b>Tire condition</b>						
<b>Awning condition</b>						

Owner signature \_\_\_\_\_

Renter signature \_\_\_\_\_



## Step 8: Sign Off & Send Off

Once all of the sections on the RV Return Form have been completed, both the owner and the renter must sign off on the departure form

### RV owner

Print name: \_\_\_\_\_

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

Date: \_\_\_\_\_

### RV renter

Print name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After the unit has been returned, the owner has up to 48 hours to request any claims against the security deposit or request additional charges be made to the renter (i.e. variable fees).

In order to file a claim, you will need:

- Pre-trip and post-trip photos
- 90-day inspection forms
- Signed RV departure form
- Signed RV Return form

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*

Owner signature \_\_\_\_\_

Renter signature \_\_\_\_\_