Departure Form

If you do not complete this form prior to departure, RVshare reserves the right to reject reimbursement requests made against the renter’s Security Deposit.

Prior to the arrival of your renters, you must have your RV completely ready to go. Make sure that you have completed all applicable tasks on the Pre-Arrival Checklist.

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. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________

Noted Interior Damages:

1. ______________________________________________________________________
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       ___ Slide-out Training     ___ Unit Specific 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 Lesson

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.

Check off each lesson as completed (or write N/A):

___ Engine Starting       ___ Backing Up          ___ Right Turn
___ Left Turn             ___ Highway Driving     ___ Gas Stations
___ Parking              ___ Appropriate Speed    ___ Residential Roads

_________Renter's Initials
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
- ___ Motor Oil
- ___ Generator Oil
- ___ Windshield Fluid
- ___ Radiator Fluid
- ___ Transmission Fluid
- ___ Headlights
- ___ Mirror Check
- ___ Turn Signals

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
- ___ Dumping Responsibilities
- ___ Fuel Responsibilities
- ___ Mileage Overage Fee
- ___ Early Pickup Fee
- ___ Late Drop-off Fee

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:

Odometer Reading: ________________________ Miles

Fuel Level: ________________________ tank (ie Full, 3/4, 1/2, etc)

Propane Tank Level: __________

Generator: ____________ Hours

Waste Tank: ____________ (ie Empty, Full, ½ Full)

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 and Phone: ________________________________
   Date of Birth: ________________________________
   License Number: _______________________________

2. Name and Phone: ________________________________
   Date of Birth: ________________________________
   License Number: _______________________________

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

*If you have RVshare rental insurance, your addendum will serve as proof of insurance. The addendum was emailed to you when the insurance transaction processed.

Owner
Print Name ________________________________
Signature ________________________________
Date __________

Renter
Print Name ________________________________
Signature ________________________________
Date __________

_______ Renter’s Initials