

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, 1/2 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