

Outdoorsy

RV Departure Form

This form must be completed for quality assurance, insurance protection and to ensure the best owner & renter experience.

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

Step 1: Damage Walkthrough

The purpose of the walkthrough is to set an agreed condition baseline of your RV/trailer with the renter.

You should do a comprehensive review of the entire interior and exterior, including the undercarriage and roof. Point out all pre-existing damage and write it down in the here on this Departure Form. Invite the renter to point out any damage or wear and tear they see as well and write this down on the form.

Note Any Exterior Damages Here:

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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Note Any Interior Damages Here:

Please spend at least 15 minutes thoroughly examining your rig with the renter.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Step 2 : Training Walkthrough

The purpose of the Training Walkthrough is to educate your renter on the elements and nuances to operating your RV. 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. So please checkmark each step below once it is completed:

- | | | |
|--|--|---|
| <input type="checkbox"/> Generator Training | <input type="checkbox"/> Kitchen Training | <input type="checkbox"/> Bathroom Training |
| <input type="checkbox"/> Furniture Training | <input type="checkbox"/> Tire Training | <input type="checkbox"/> Fluids Training |
| <input type="checkbox"/> Hitch Training (trailers) | <input type="checkbox"/> Water Hookup Training | <input type="checkbox"/> Power Hookup Training |
| <input type="checkbox"/> Cleaning Training | <input type="checkbox"/> Slide-out Training | <input type="checkbox"/> Unit Specific Training |
| <input type="checkbox"/> Storage While Traveling | | |

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Step 3: Setup Lesson

Now you teach renters elements of setting up and “taking down” camp with your RV or travel trailer. If your unit is a trailer, this will require you teaching them how to attach and detach the trailer. Again, be very thorough, and remember that things that seem obvious to you will not be as obvious to your renter.

It is important that you demonstrate and instruct on every element of setup and takedown, but also allow the travelers to each step themselves under your close watch. This way they will have confidence and knowledge from having performed each task, and you will be confident that they know what they are doing.

Step 4: Driving Lesson

Take your renters on a brief driving lesson around your area (allow all primary drivers a turn at driving the RV or towing the travel trailer) and answer any questions that come up 😊

Please note that failing to provide a driving lesson will nullify your case in a disputed claim.

Check off to acknowledge the renter understands these elements:

- | | | |
|--|--|--|
| <input type="checkbox"/> Engine Starting | <input type="checkbox"/> Backing Up | <input type="checkbox"/> Right Turn |
| <input type="checkbox"/> Left Turn | <input type="checkbox"/> Highway Driving | <input type="checkbox"/> Gas Stations |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Appropriate Speed | <input type="checkbox"/> Residential Roads |

Step 5 : Final Condition Check

At this point, give a final check of the RV to its roadworthiness. Please checkmark:

- | | | |
|---|---|---|
| <input type="checkbox"/> Tire Pressure | <input type="checkbox"/> Motor Oil | <input type="checkbox"/> Generator Oil |
| <input type="checkbox"/> Windshield Fluid | <input type="checkbox"/> Radiator Fluid | <input type="checkbox"/> Transmission Fluid |
| <input type="checkbox"/> Head Lights | <input type="checkbox"/> Mirror Check | <input type="checkbox"/> Turn Signals |

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Step 6: Renter Responsibilities

This step reminds the renter about their responsibilities as well as the additional fees they may incur if they fail to meet these responsibilities.

Tire Responsibilities Dumping Responsibilities Late Fees
 Mileages Overages Damage Responsibilities Fuel Responsibilities

Step 7: Mileage & Fuel Readings

Record the odometer reading and fuel with the renter present:

Odometer Reading: _____ miles

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

Step 8 - Sign Off & Send Off

Once the RV Departure Form has been completed and documented, both you and the renter (whoever signed the Rental Agreement) must sign off on the departure form below:

| | |
|-------------------|-------------------|
| RV Owner | Renter |
| PRINT NAME | PRINT NAME |
| _____ | _____ |
| SIGNATURE | SIGNATURE |
| _____ | _____ |
| DATE | DATE |
| _____ | _____ |