

## RV CHECK-IN/CHECK-OUT FORM

Please document the condition of the RV at the start and end of your trip by completing this document in full, with signatures from the owner and renter. Additionally, photos must be taken during the pre-trip and post-trip walkthroughs. In the event that you wish to file a claim, please save the photos and form as these documents are required. Note: These forms can now be completed digitally on the Good Sam Travel app.

### START OF RENTAL

Date: _____	Odometer: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>E 1/4 1/2 3/4 F</b>
Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Generator Hours: _____	Record fuel level at time of rental.

Document any existing damage:

Exterior: \_\_\_\_\_

Interior: \_\_\_\_\_

Notes: \_\_\_\_\_

Owner's Signature: _____	Renter's Signature: _____
Date: _____	Date: _____

### END OF RENTAL

Date: _____	Odometer: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>E 1/4 1/2 3/4 F</b>
Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Generator Hours: _____	Record fuel level at time of rental.

Document any existing damage:

Exterior: \_\_\_\_\_

Interior: \_\_\_\_\_

Notes: \_\_\_\_\_

Owner's Signature: _____	Renter's Signature: _____
Date: _____	Date: _____

## CONTACTS & IMPORTANT INFORMATION

Please use the following numbers in case of emergency (ordered by priority):

Owner's Cell Phone: \_\_\_\_\_

Good Sam RV Rentals Support & Roadside Assistance: 1-866-827-9601

Insurance Information:      Crum & Forster Specialty Insurance Company

Policy Number: CPA-105662

7/1/23 - 7/1/24

Height of RV: \_\_\_\_\_ Length of RV: \_\_\_\_\_ Slide Out Depth: \_\_\_\_\_

If you identify unexpected issues and are unable to resolve them, report it to [claims@rvrentals.com](mailto:claims@rvrentals.com) immediately.  
Please note, any and all claims must be submitted within 48 hours of the end of the rental.

## PRE-RENTAL CHECKLIST



Each RV Owner / Operator is responsible for the optimal function of their RV; this includes but is not limited to all safety equipment functioning properly on and within the unit.

### TEST DRIVE

Take notice of any noises, vibrations, smells, or other indicators that the vehicle is not travel-ready. DO NOT allow a rental to occur if you suspect any type of problem with the RV.

### LIGHTS & SIGNALS CHECK

- Headlights/High Beams
- Driving Lights
- Rear Driving Lights
- Front Turn Signals
- Rear Turn Signals
- Brake Lights

### FLUIDS CHECK

- Wear
- Generator Oil
- Windshield Washer Fluid
- Radiator Fluid
- Brake Fluid
- Transmission Fluid

### TIRE INSPECTION

- Oil
- Tread Depth
- Proper Inflation
- Bulges
- Cuts
- Spare/Jack

### TOWING

If renting a towable, confirm the renter's tow vehicle is rated for proper towing.

**BEFORE YOU BEGIN**

**IDENTIFICATION**

Confirm the renter’s identification matches the booking request and that their license is not expired.

**DOCUMENTS**

Verify a valid registration, up-to-date state inspection (if applicable), and all other documents are available and known to the renter.

**WALKTHROUGH & INSPECTIONS**

The owner and renter should each review the following checklist to ensure the RV is ready for rental. Allow enough time for a thorough walkthrough, detailed operating instructions, a test drive, and time to answer any questions before signing paperwork.

**START OF RENTAL**

**END OF RENTAL**

**SYSTEMS/FEATURES/OPERATING INSTRUCTIONS**

- Generator \_\_\_\_\_
- Propane System \_\_\_\_\_
- Water Hookup \_\_\_\_\_
- Water Heater \_\_\_\_\_
- Power Hookup \_\_\_\_\_
- Tanks/Dumping \_\_\_\_\_
- Climate Controls \_\_\_\_\_
- Refrigerator \_\_\_\_\_
- Other Appliances \_\_\_\_\_
- Control Panel \_\_\_\_\_
- Slide-Out \_\_\_\_\_
- Awning \_\_\_\_\_
- Jacks & Leveling \_\_\_\_\_
- Wheel Chocks \_\_\_\_\_
- Add-Ons \_\_\_\_\_
- Other \_\_\_\_\_

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**TRAILER CHECK**

- Lights \_\_\_\_\_
- Safety Chains \_\_\_\_\_
- Brake Controller \_\_\_\_\_
- Hitch \_\_\_\_\_

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**MOTORHOME CHECK**

- Lights \_\_\_\_\_
- Batteries \_\_\_\_\_
- Fuel Refill \_\_\_\_\_
- Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TEST DRIVE**

Take notice of any noises, vibrations, smells, or other indicators that the vehicle is not travel-ready. DO NOT allow a rental to occur if you suspect any type of problem with the RV.