

Offline Pre-hire Checklist

INSTRUCTIONS

This document should be completed by the owner in the presence of the hirer. It is recommended that you allow up to an hour for the handover process to be completed. Please also note that ALL photos must be unique each time you complete this checklist.

When you have completed this checklist, please take a photo of both pages and then send an email to support@camplify.com.au with ALL relevant images attached. The subject line of this email should state "Pre-hire Checklist for [Booking ID number]"

Booking ID number: _____

HIRER IDENTIFICATION

Check the hirer's ID and confirm the name, address, and driver's licence number match those sent to you by Camplify in the email titled 'Full Payment Received for Booking'. This is required for insurance. If details do not match, DO NOT LET THE RV OUT ON HIRE. Please immediately call Camplify on 1300 416 133.

Details match	<input type="checkbox"/>	Take photo of primary driver's licence	<input type="checkbox"/>	Take photo of any additional driver's licence	<input type="checkbox"/>
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SHOW HIRER THROUGH YOUR RV AND POINT OUT THE FOLLOWING:

Smoke detector(s)	<input type="checkbox"/>	Fire blanket / extinguisher	<input type="checkbox"/>	Show how to empty / clean toilet cassette	<input type="checkbox"/>
Test all lights are working	<input type="checkbox"/>	Explain battery system(s)	<input type="checkbox"/>	Explain power usage & connectivity	<input type="checkbox"/>
Show & explain extra camping equipment	<input type="checkbox"/>	Check gas bottle is healthy & in date	<input type="checkbox"/>	Explain water usage & connectivity	<input type="checkbox"/>
Demonstrate awning usage & inform need to pack away during bad weather	<input type="checkbox"/>	Explain solar setup	<input type="checkbox"/>	Explain cooking arrangements	<input type="checkbox"/>

COMPLETE SECTION BELOW IF RV IS BEING DRIVEN OR TOWED BY THE HIRER:

Explain fuel type (if motorhome or campervan)	<input type="checkbox"/>	Show spare wheel & jack	<input type="checkbox"/>	Test all brake & indicator lights are working	<input type="checkbox"/>
Instruct hirer regarding safety chain	<input type="checkbox"/>	Ensure D-shackle is secure & in place	<input type="checkbox"/>	Test & ensure electric brakes are working	<input type="checkbox"/>
Ensure towing mirrors are secured (if required)	<input type="checkbox"/>	Inform hirer of RV height & length	<input type="checkbox"/>		

AGREE ON THE FOLLOWING TERMS OF THE HIRE:

Cleaning policy:

Hirer to clean RV	<input type="checkbox"/>	Provide cleaning equipment	<input type="checkbox"/>	Owner to clean RV upon return	<input type="checkbox"/>
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Fuel policy:

Full tank on return	<input type="checkbox"/>	Fuel included in hire	<input type="checkbox"/>	Hirer to pay upon return	<input type="checkbox"/>
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Gas bottle policy:

Gas included in hire	<input type="checkbox"/>	Hirer to refill gas prior to return	<input type="checkbox"/>	Hirer to pay for gas usage on return	<input type="checkbox"/>
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Drop-off / check-out time:

_____ pm / am	Flexible	<input type="checkbox"/>	Strict	<input type="checkbox"/>
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Travel distance policy:

Record odometer	_____ kms	Agreed total kms included	_____ kms	Additional charge	\$ _____ per km
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Toll roads policy (if motorhome or campervan:

Tolls included in hire	<input type="checkbox"/>	Hirer to pay for tolls during trip	<input type="checkbox"/>	Hirer to pay for all tolls on return	<input type="checkbox"/>
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PRE-DEPARTURE CONDITION OF THE RV:

Is there any existing damage or faults to the RV?

Yes ☐ No ☐

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If yes, please note some basic details to the right:

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Take at least 4 photos to document any existing damage (these may be used if any dispute arises)

Interior damage photos taken	<input type="checkbox"/>	Exterior damage photos taken	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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Take at least 4 photos to document the condition of your RV (these may be used if any dispute arises)

4+ interior photos taken	<input type="checkbox"/>	4+ exterior photos taken	<input type="checkbox"/>
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Please record any additional notes or applicable information below:

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