

# Rental Vehicle Checklist

## I. Vehicle Info

- ☐ Sedan
- ☐ SUV
- ☐ Other \_\_\_\_\_

Color: \_\_\_\_\_

Plate Number: \_\_\_\_\_

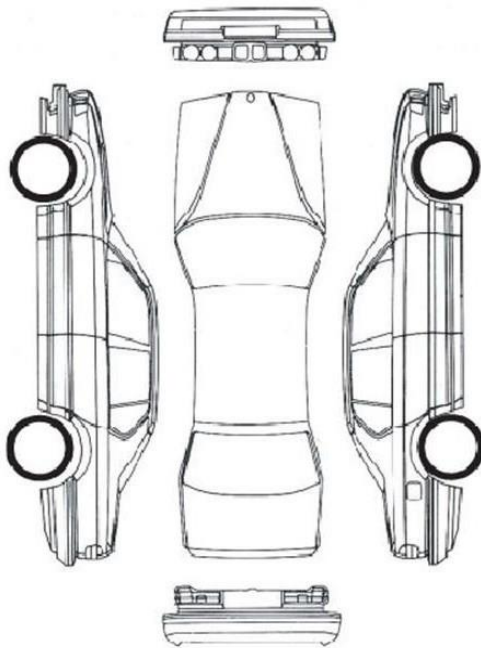
Mileage: \_\_\_\_\_

## II. Rental Information

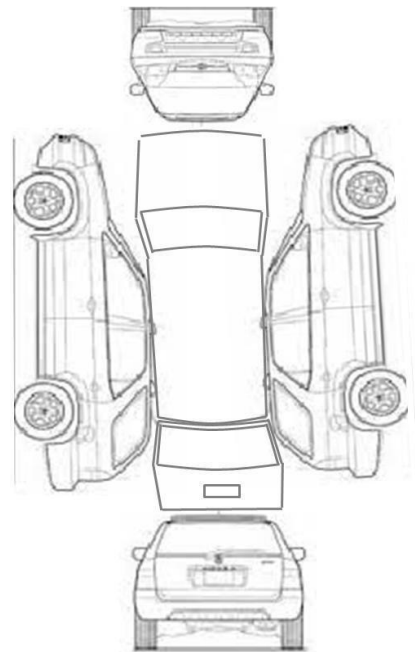
- ☐ Company: \_\_\_\_\_
- ☐ Location: \_\_\_\_\_
- ☐ Phone #: \_\_\_\_\_

## III. Vehicle Inspection - Exterior

- ☐ Lights – Check high beams, low beams, blinkers and emergency blinkers.



SEDAN



SUV

- ☐ Please circle/note any dings, dents, scratches, rust, glass chips or cracks, etc.

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## Vehicle Inspection – Interior

- ☐ General Condition
  - ☐ No Odors
  - ☐ No Tears in Fabric
  - ☐ No Stains on Carpets
- ☐ Front Seats
  - ☐ Clean – No Tears
  - ☐ Controls in Good Working Order
  - ☐ Seat Belts in Good Working Order
- ☐ Rear Seats
  - ☐ Clean – No Tears
  - ☐ Controls in Good Working Order (if applicable)
  - ☐ Seat Belts in Good Working Order
- ☐ Climate Controls
  - ☐ Heat
  - ☐ A/C
  - ☐ Defroster
  - ☐ Blower Fan
  - ☐ Rear Controller (if applicable)
- ☐ All Door Lock Switches Functioning Properly
- ☐ Rear Door Child Locks Deactivated (if applicable)
- ☐ All Window Controls Functioning Properly
- ☐ Interior Lights in Good Working Order
- ☐ Speakers/Stereo all Functional
- ☐ 12V Auxiliary Power Ports (i.e. Phone Charger Jacks) Functioning

## IV. Mechanical

- ☐ Dash Lights
    - Seat Belt Light ON/OFF
    - Air Bag Light ON/OFF
    - ABS Light ON/OFF
    - Traction Control Light ON/OFF
    - Electronic Stability Control ON/OFF
    - Check Engine Light ON/OFF
  - ☐ Fluid Levels
    - ☐ Engine Oil Light ON/OFF
    - ☐ Fuel Level
- $\frac{1}{4}$                        $\frac{1}{2}$                        $\frac{3}{4}$                       Full
- ☐ Tires
    - ☐ Spare tire/tools for changing tire

Trip Leader Signature \_\_\_\_\_

Date: \_\_\_\_\_

Trip Leader Name (please print) \_\_\_\_\_