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.

   □ Please circle/note any dings, dents, scratches, rust, glass chips or cracks, etc.
Rental Vehicle Checklist

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

  ¼ ½ ¾ Full

☐ Tires
  ☐ Spare tire/tools for changing tire

Trip Leader Signature ______________________________ Date: ________________

Trip Leader Name (please print) ______________________________