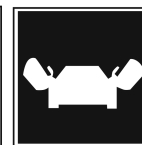




# MOBILE MANNION

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## Exotic Car Rental Checklist

Renter: \_\_\_\_\_

Pickup: \_\_\_\_\_, \_\_\_\_ AM/PM

Vehicle: \_\_\_\_\_

Dropoff: \_\_\_\_\_, \_\_\_\_ AM/PM

Contact: \_\_\_\_\_

Rental Price: \$ \_\_\_\_\_

Email: \_\_\_\_\_

Damage Deposit: \$ \_\_\_\_\_

### **Prior to Rental Day:** (\* = Needs to be in customer package)

- 1. Have customer make reservation Online.
- 2. Determine price for vehicle.
- 3. Send customer Rental Application (Receive signed Application back).
- 4. Receive \$65.00 Application fee, insurance certificate, copy of driver license and credit card.
- 5. Obtain DMV driving history.
- 6. Verify insurance information and record on Rental Guidelines.
- 7. Review Driver License / DMV Driving Record.
- 8. Approve / Deny Rental Application (If Denied, checklist ends here).
- 9. Receive 50% Rental Fee, authorize Damage Deductible (Above).
- 10. Confirm pickup time and location.
- 11. Plan for vehicle to be washed.
- 12. Ensure vehicle is fueled

### **On Rental Day:** (\* = Needs to be in customer package)

- 1. Have customer sign Rental Guidelines.
- 2. Collect remaining balance.
- 3. Carbon copy credit card and have customer sign.
- 4. Print directions for customer.
- 5. Inspect vehicle. Fill out vehicle inspection sheet and take pictures (& one w/ customer).
- 6. Train customer on driving vehicle.
- 7. Record mileage and time on Rental Guidelines.
- 8. Receive vehicle back. Record mileage and time on Final Accounting Statement.
- 9. Inspect vehicle. Complete vehicle inspection sheet and take pictures.
- 10. Assess any additional charges.
- 11. Reconcile balance.
- 12. Issue Final Accounting Statement.
- 13. Send Thank You card to customer.

