



Completion of Hire Agreement Support

- 1. Complete Annexure A Page Owners details applicable for hire related for the tentative booking held***
- 2. Bond requirements at item 10 of hire agreement. Suggested amount is two excesses generally \$1000 for caravans and \$2000 to \$3000 for Motorhomes. Increase amount for longer term Hire.***
- 3. Send Annexure A Pages including your completed Booking Page and request Hirers to complete their page and return.***
- 4. Request Deposit or Full Payment if Hire is not far off. Hire confirmed on receipt of deposit***

When Renter/Hire Party Picks Up Your RV

- 1. Check ID and licence against page completed by hirer***
- 2. Site the tow vehicle registration where applicable***
- 3. Option to site a copy of comprehensive insurance certificate for the towing vehicle***
- 4. Check all pages completed***
- 5. Both Parties Sign - Signing Page***
- 6. Check RV for minor damage and explain the workings of RV and your expected conditions of hire***
- 7. Leave contact details and written operational instructions in RV***
- 8. All payments owing are to be paid preferably two weeks or more prior to pick up date unless paying in cash on the day and must be cleared funds prior to hand over.***
- 9. Refund the Bond when you're satisfied after a complete check over of your RV. Bond or part thereof is to be refunded within seven days unless awaiting a quote for damage or insurance claim.***
- 10. Keep copy of the completed Annexure pages – Hires details – Owners Details – Sign Page***