

Customer Walk Through Checklist

Renter keeps this copy in Renter Binder – insures that every item was completely explained

RENTER: _____ Walk Through by: _____

Before Walk Through Commences:

- ☐ Security Deposit & Invoice fees collected from Renter
- ☐ Rental Contract collected &/or on file [Delivered to Trailer Owner/Agent]
- ☐ Renter Insurance Verified
- ☐ Renter Driver's License photographed
- ☐ Credit Card on file verified & photographed
- ☐ Towing Vehicle License plate photographed
- ☐ Towing Vehicle Electric Brakes _____

Section 1 OUTSIDE THE TRAILER

BATTERIES

- ☐ Charging & use
- ☐ What they power – lights & refrigerator only
- ☐ How on site electrical hook up affects batteries
- ☐ How generator [if applied] affects batteries & use of

PROPANE TANKS

- ☐ Use for stove, water heater, furnace , refrigerator
- ☐ You must turn off all appliances
- ☐ When NOT to use
- ☐ Emergency shut off
- ☐ ONLY the refrigerator can draw propane while the coach is moving [Flame is shielded]
- ☐ Where, how & when to use

FURNACE ACCESS

- ☐ HOT- DO NOT TOUCH
- ☐ DO NOT run furnace while vehicle is moving [Fire danger]
- ☐ WARNING danger for children
- ☐ DO NOT block the furnace vent

WATER HEATER

- ☐ Tank location & size [5 gallon]
- ☐ How to light – demo & How to extinguish / turn off
- ☐ Do NOT leave water heater running while traveling [Fire danger]
- ☐ How fast does water get hot
- ☐ Keep kids away from the vent
- ☐ DO NOT block the water heater vent

FRESH WATER FILL SYSTEM

- ☐ Drinking NOT recommended
- ☐ How to add water – slowly, use white hose
- ☐ Cold Conditions?
- ☐ Switch for pump pressure
- ☐ Damage caused by overfilling

ACCESS TO THE WATER TANK

- ☐ Only for service, not storage
- ☐ Severe cold weather precautions?

WATER HOOK UP

- ☐ Regulator use & why
- ☐ White hose & why to use
- ☐ When to use the pump
- ☐ When NOT to use the pump

WASTE WATER SYSTEMS

- ☐ Number of tanks & size [2-75 gallons]
- ☐ Caps & hoses
- ☐ What to do at pumping station
- ☐ Never drain except in authorized station [Legal Violation]
- ☐ Black tank = Toilets
- ☐ Grey tank = Sinks & Shower
- ☐ Draining the tanks
- ☐ Adding chemicals [4 oz.]
- ☐ Try NOT to drive with very full tanks
- ☐ Toilet valve drainage problems & remedy [PVC Pipe]

ELECTRICAL COMPONENTS / CONNECTIONS

- ☐ Amps
- ☐ Cords & umbilical / voltage drops & resistance
- ☐ DO NOT plug in if you are standing in water
- ☐ DO NOT plug in /unplug while generator is operating
- ☐ Plugs & adapters 30/115
- ☐ Proper extension cords

SPARE TIRE & JACK

- ☐ Explain location & recommendations in case of a flat

PASSENGER'S SIDE: MAIN UNIT

- ☐ Latches on doors are NOT reliable
- ☐ How to open, close & lock doors for travel / keys
- ☐ Balance weight between the axels

STEPS

- ☐ How to lower & raise
- ☐ WARNING – Retract before you leave campsite

OUTSIDE PLUGS

- ☐ Usage
- ☐ Proper Cords

GENERATOR -OPTIONAL

- ☐ Check generator oil daily
- ☐ Use surge protectors for electronic products
- ☐ Which appliances can be run AT THE SAME TIME
- ☐ DO NOT start or stop generator while appliances are ON
- ☐ Charges coach battery
- ☐ When to use? Only when parked.
- ☐ Determine usage [Meter]
- ☐ Refueling & oil procedures
- ☐ Moving & stowing
- ☐ Exhaust

AWNING -OPTIONAL

- ☐ Fragile Item
- ☐ How to open & secure
- ☐ How to close & secure for travel
- ☐ Finger pincher, be careful
- ☐ Wind
- ☐ Never leave open & unattended if weather in doubt

🔑 **RENTER INITIALS** _____

Section 2 - INSIDE THE TRAILER

FIRE EXTINGUISHER

- ☐ Location
- ☐ Not for campfires
- ☐ How to use – pull, point & push

TV / CABLE HOOK UP

- ☐ How to hook up cable
- ☐ Antenna location & raising
- ☐ If raised, need to lower & perform visual check before transportation
- ☐ Cable TV use if available – hook up

THERMOSTAT

- ☐ Location
- ☐ Ventilation
- ☐ When it's SAFE to use

FURNACE & THE BATTERY

- ☐ How they work together
- ☐ How to start the furnace

AIR CONDITIONER

- ☐ Protecting the battery & generator use
- ☐ How to start & stop
- ☐ How to adjust settings
- ☐ When to use with other appliances

TOILET

- ☐ Pump switch
- ☐ If bowl won't hold water
- ☐ Type of paper & location of spares
- ☐ Maintenance after use – does not empty into tank
- ☐ After emptying tank – Chemicals
- ☐ What to do with a clog
- ☐ Sanitation & cleanliness expectations

SHOWER

- ☐ Fiberglass is fragile
- ☐ DO NOT use for storage
- ☐ Water conservation

REFRIGERATOR

- ☐ Setting the temperature
- ☐ Operation when the camper is parked
- ☐ Careful with heavy weight in doors
- ☐ Operation when the camper is moving
- ☐ Leveling

MICROWAVE

- ☐ NEVER use with the AC on
- ☐ Use ONLY microwave safe items

STOVE

- ☐ Cooking with gas
- ☐ Lighting the burners
- ☐ Watch your clothing
- ☐ NEVER use to heat the inside of the camper

MONITOR PANEL

- ☐ Location
- ☐ Reliability – only accurate when parked & level

BEDDING SET-UP

- ☐ Location of beds
- ☐ Location of bedding – sheets, pillows
- ☐ Demonstrate Couch set-up
- ☐ Demonstrate Dinette set-up

SMOKE DETECTORS

- ☐ Location
- ☐ Test
- ☐ What to do if it goes off while cooking

PROPANE LEAK DETECTOR ALARM

- ☐ Location
- ☐ False alarms caused by hair sprays, perfume, cleaning solvents, low battery power or exhaust
- ☐ Safety features – auto shut off
- ☐ What to do if the alarm goes off

CO DETECTOR [CARBON MONOXIDE]

- ☐ Location
- ☐ Features

Misc.

- ☐ Interior Lights
- ☐ Spare Bulbs
- ☐ Spare Fuses

🔑 **RENTER INITIALS** _____

Section 3 – Towing a Trailer

VEHICLE HEIGHT

- ☐ Actual height & width:
- ☐ Clearance for the AC Unit
- ☐ Trees

ROOF & AC DAMAGE

- ☐ Who pays for what?

INSURANCE & THE UNDERCARRIAGE

- ☐ What is & isn't covered

VEHICLE WEIGHT

- ☐ Loading capacity:
- ☐ Maximum load, full tanks

LEVELING VEHICLE

- ☐ Why
- ☐ Refrigerator

VEHICLE STOPPING DISTANCE

- ☐ Give yourself room
- ☐ Safest way to slow down
- ☐ ABS brakes
- ☐ Hills
- ☐ Overheating
- ☐ Trailer brakes

VEHICLE LENGTH

☐ Leaving the driveway, watch the ANGLES. Turning sharp extends the read end 32 ft.

VEHICLE WIDTH

- ☐ Caution mirrors add 2 ft. to vehicle width
- ☐ Watch for signs & branches

BACKING UP VEHICLE

- ☐ NEVER BACK-UP without a spotter to guide you & that you can see in the side mirrors
 - ☐ Park & look over the area from OUTSIDE of your vehicle
- BEFORE YOU BACK UP

VEHICLE MIRRORS

- ☐ Set for each driver
- ☐ Check before you drive

 RENTER INITIALS _____

Section 4 - How to Get Your Security Deposit Back

- ☐ The trailer must be undamaged, inside & out
- ☐ The trailer must not require excessive cleaning
- ☐ Adhere to the conditions in the Rental Contract
- ☐ Return in as near the condition that it was rented to you
- ☐ To return the trailer promptly & within

 RENTER INITIALS _____

You have the right to test drive your Vehicle with the Trailer

- ☐ Test Drive
- ☐ Test Drive Declined

I acknowledge that I have initialed Sections 1,2 & 3, and that I understand each item & have received a copy of this checklist.

Signature _____

Date _____

Your Departure Checklist

Before you leave your campsite, please use this checklist to insure a safe trip home:

INTERIOR

- ☐ Items stored
- ☐ Cupboard doors closed
- ☐ Rest Room Door closed
- ☐ Closet doors closed
- ☐ Ceiling vents closed
- ☐ Windows closed
- ☐ Blinds pulled to Up position except front kitchen blind
- ☐ Secure bottom of kitchen blind in bottom stays
- ☐ TV/satellite dish down
- ☐ TV antenna down
- ☐ Refrigerator items secure
- ☐ Refrigerator power selected - to GAS
- ☐ Water pump turned off
- ☐ Interior doors secured
- ☐ Turn off water heater/furnace/air conditioner
- ☐ Discard trash/recycling

EXTERIOR

- ☐ Check holding tank valves
- ☐ Power, water, sewer, cable, etc. unplugged from RV
- ☐ Propane – turn off tanks if refrigerator empty
- ☐ Extinguish Water Heater pilot
- ☐ Outside storage bay door secured/locked
- ☐ Raise leveling jacks
- ☐ Remove wheel blocks
- ☐ Tire pressure checked - visual
- ☐ Entry door steps stowed

CHECK TOWING HITCH

- ☐ Ball safely attached
- ☐ Chains crossed & attached to vehicle
- ☐ Tow Sway Bars attached & Pinned
- ☐ Anti Sway sidebar attached
- ☐ Pins Placed in all sway bars
- ☐ Attach electrical socket to vehicle
- ☐ Secure trailer brake line in one chain

AT DEPARTURE

- ☐ Safety inspection – turn signals, brakes, headlights
- ☐ RV walk-around: windows, slide rooms, roof antennas/vents, steps
- ☐ Tow vehicle walk-around, hitch inspection, safety inspection
- ☐ Inspect site for left items, litter

If you have any questions, please call us:

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