



Check-In Procedures

- 1.) Please stay with your unit until it's been checked in by one of our employees.**
- 2.) Please give the keys, Rental Unit Handbook and Video Tape/CD to the check-in employee.**
- 3.) Please make the check-in employee aware of any damage on the unit.**
- 4.) Please stay with the check-in employee while they check your unit for damage, cleanliness, holding tanks levels, fuel level and mileage.**
- 5.) Please make the check-in employee aware of any questions or problems you encountered on your trip.**
- 6.) If you feel you should be reimbursed for anything, please ask for a reimbursement request form. You may either fill it out while you're here or take it with you and mail it back to us. Your check-in employee will supply you with a self addressed stamped envelope.**
- 7.) Your deposit is credited back within 10 business days of your return date. You will receive a copy of the Vehicle-In sheet and your credit receipt or check in the mail.**