

# Handover report

Please ensure the handover report is filled in as accurately and detailed as possible. Tip: We recommend taking photos of the vehicle and this signed form for your records.

## Vehicle details

Vehicle rego

Vehicle make

Vehicle model

Fuel

Booking number

## Traveller

Name

Address

City / postcode

Mobile phone

Driver's licence number

## Extra driver \*\*

Name

Address

City / postcode

Mobile phone

Driver's licence number

\*\* If there are more than two additional drivers please add them in the note field on the back.

## Owner

Name

Address

City / postcode

Mobile phone

## Pick up

Date

Odometer reading

Fuel level (please mark)

empty

1/2

full

## Drop off

Date

Odometer reading

Fuel level (please mark)

empty

1/2

full

## Essentials

Provided?

(pls. note amount)

Pick up

Yes No

Drop off

Yes No

Vehicle registration

\_\_\_ Vehicle keys

\_\_\_ Cabin keys

Provided?

Pick up

Yes No

Drop off

Yes No

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Registration of faults

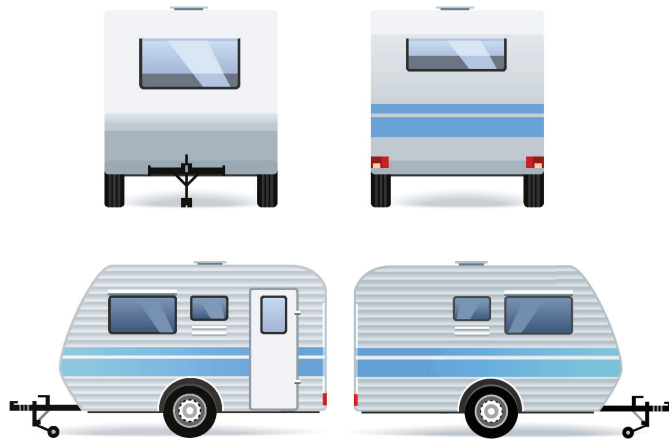
### Pick up

— Scratch   ○ Dent   ∅ Scuff   ✕ Chip

#### Motorhome



#### Caravan



### Drop off

— Scratch   ○ Dent   ∅ Scuff   ✕ Chip

#### Motorhome



#### Caravan



## Check list inside

### Provided / Condition acceptable?

#### Pick up

#### Drop off

	Yes	No	Yes	No
Furniture /Table	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upholstery / Covers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blinds / Curtains	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fly screen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
230v Power sockets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carpet / Lino	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DVD / CD / Radio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Satellite / TV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AC / Heating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchenette	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Provided / Condition acceptable?

#### Pick up

#### Drop off

	Yes	No	Yes	No
Freezer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stove	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oven	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Range hood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mirror	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toilet (empty)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shower	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sink	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fresh water tank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grey water tank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water pump	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drain	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

