

Handover report – Caravan

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.

<p>Vehicle details</p> <p>Vehicle rego</p> <p>Vehicle make Vehicle model</p> <p>Booking number</p>	<p>Traveller</p> <p>Name</p> <p>Street Suburb / postcode</p> <p>Mobile phone Date of birth</p> <p>Driver's licence number</p> <p>Extra driver ** ** If there are more than two additional drivers please add them in the note field on the back.</p> <p>Name</p> <p>Street Suburb / postcode</p> <p>Mobile phone Date of birth</p> <p>Driver's licence number</p>
<p>Owner</p> <p>Name</p> <p>Street Suburb / postcode</p> <p>Mobile phone</p>	

Provided? <small>(pls. note amount)</small>	Pick up		Drop off		Provided?	Pick up		Drop off	
	Yes	No	Yes	No		Yes	No	Yes	No
Vehicle registration					Other: _____				
<input type="checkbox"/> Vehicle keys					_____				
<input type="checkbox"/> Cabin keys					_____				

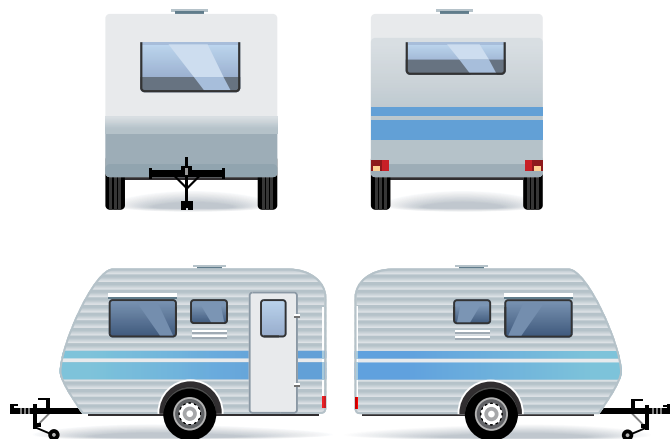
Notes

Registration of faults

Pick up

— Scratch ○ Dent ∅ Scuff ✕ Chip

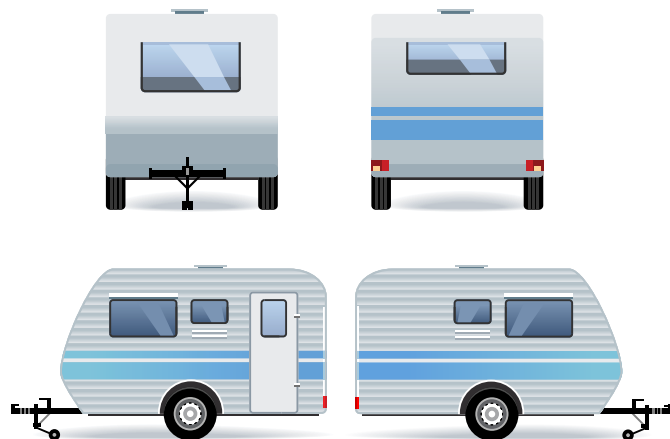
Caravan Width: _____ m Height: _____ m



Drop off

— Scratch ○ Dent ∅ Scuff ✕ Chip

Caravan



Check list inside

Provided / Condition acceptable?

Pick up

Yes No

Drop off

Yes No

Provided / Condition acceptable?

Pick up

Yes No

Drop off

Yes No

Furniture / Table

Upholstery / Covers

Blinds / Curtains

Fly screen

Lights

230v Power sockets

Carpet / Lino

DVD / CD / Radio

Satellite / TV

AC / Heating

Kitchenette

Fridge

Freezer

Stove

Oven

Range hood

Mirror

Toilet (empty)

Shower

Sink

Fresh water tank

Grey water tank

Water pump

Gas bottle

General exterior cleanliness

General interior cleanliness

Tyre tread depth (mm)

Left front

Right front

Left rear

Right rear

Tyre tread depth min guideline:

0 - 10 days: 3mm 31 - 40 days: 6mm
 11 - 20 days: 4mm 41 + days: 7mm
 21 - 30 days: 5mm

Notes

Notes – Traveller to initial any notes regarding damage

Final clause & signature

All drivers have been fully instructed of the dimensions of the vehicle. All drivers are aware of rights, obligations, road restrictions and regulations in Australia. All parties (owner and drivers) confirm the accuracy of the information stated above and recognise this as part of the leasing contract.

Pick up

Signature owner Date Time

Signature traveller Date Time

Drop off

Signature owner Date Time

Signature traveller Date Time

For insurance purposes this document needs to be signed by traveller and owner.