

Car Rental Checklist

by  TripSava



Trip Name/Destination _____ Dates of rental _____ Rental company _____

Booking a rental car

- ☐ Decide what size vehicle you'll need
- ☐ Call several rental agencies to compare prices
- ☐ Take into account number of passengers and amount of luggage
- ☐ Ask about discounts, such as AAA and AARP
- ☐ Confirm that the car you are booking is an automatic or manual
- ☐ Know what extras you will need (e.g., baby car seat, ski rack)
- ☐ When booking ensure that the name on your license matches the name on the reservation
- ☐ Use the right credit card for car rental coverage
- ☐ When booking ensure that the name on your license matches the name on the reservation
- ☐ Check the rental coverage benefits of your credit cards including the fine print
- ☐ Confirm your rental car insurance coverage or purchase it from the rental company
- ☐ Confirm availability of roadside service (rental company, your insurance, or memberships like AAA)
- ☐ Decide what size vehicle you'll need

When you pick up the car

- ☐ What to do if the car breaks down or you are in an accident
- ☐ What to do if you lose the car key
- ☐ What phone numbers to call for any problem you might have (e.g., accident, flat tire)
- ☐ What type of fuel you need to use
- ☐ If you need to return the car with a full tank of gas
- ☐ What the daily mileage limit is, if any
- ☐ What the car return process is
- ☐ If there's an owner's manual in the car
- ☐ Check any local road laws and speed limits
- ☐ If there's an owner's manual in the car
- ☐ Confirm if your route has tolls or purchase a pre-paid toll tag

Vehicle pre-check

- ☐ Look for any damage to the car and take photos or a video
- ☐ Check the trunk for a spare tire and equipment to change the tire
- ☐ Find the location of the fuel cap and know how to open it
- ☐ Sit inside the car:
- ☐ Check for cleanliness

☐ Make sure you know how to use gears

☐ Write down the fuel level and mileage
- ☐ Check glove box for owner's manual, if available

☐ Check the A/C and heating

☐ Try the lights and windshield wipers
- ☐ Check to make sure the license plate tags are current and not expired

☐ Look for warning signals on the dash like a check engine light

☐ Turn on the car and listen for any unusual sounds from the engine

Before you drive off

- ☐ Adjust seats and mirrors
- ☐ Find the USB ports and plug in any devices
- ☐ Familiarize yourself with the sound system controls and adjust to your preferred settings
- ☐ Does the car have GPS? Enter your destination before leaving
- ☐ Connect your phone via Bluetooth or via a USB cable
- ☐ Drive around the lot and test the acceleration, steering, and braking
- ☐ Some vehicles won't make that connection while the car is in motion

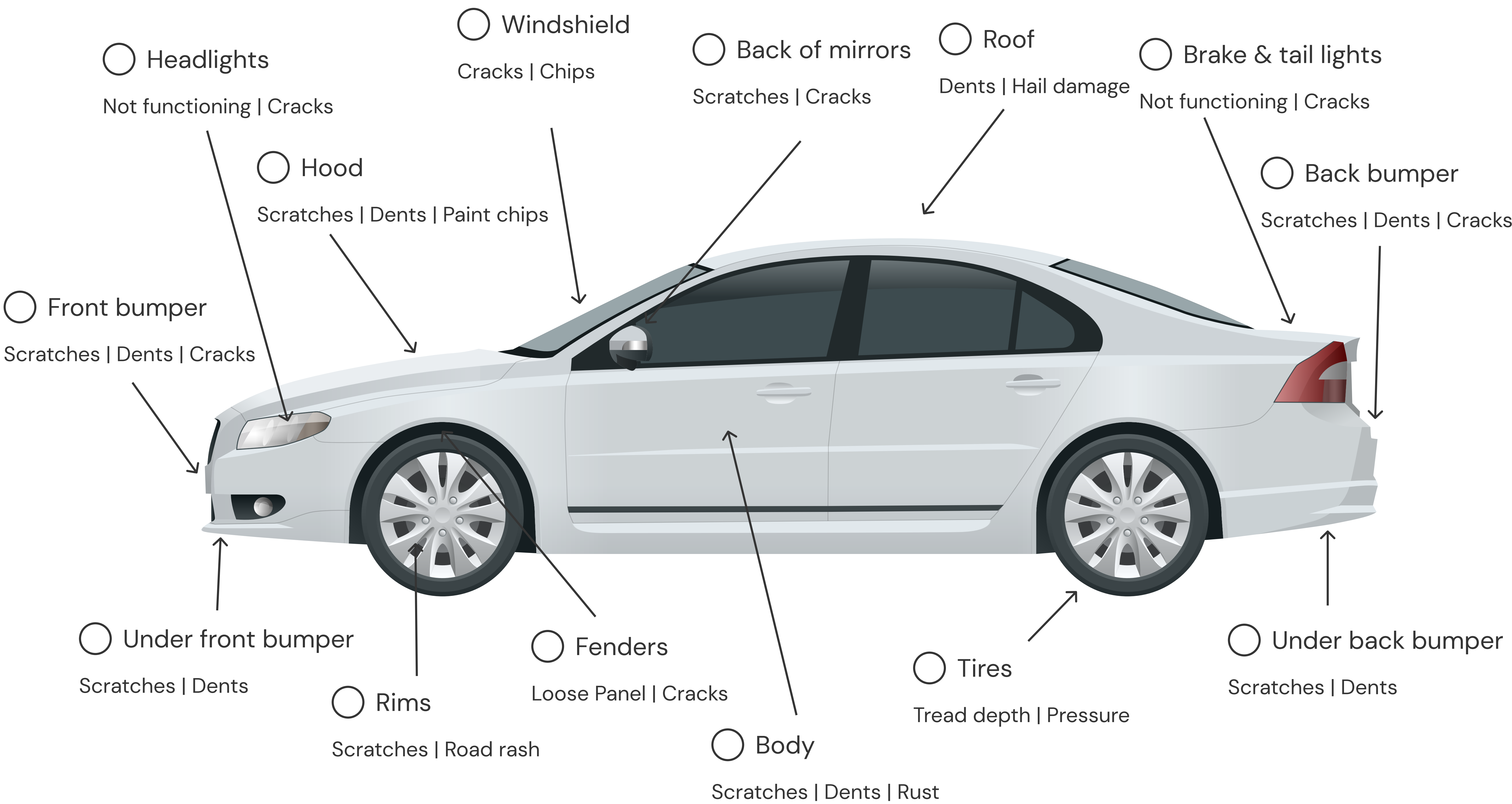
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Walk around the vehicle. Use the diagram below to note mileage, fuel level, and any pre-existing damage.

💡 Take pictures or a continuous video of the walkthrough so that you can capture the timestamp.

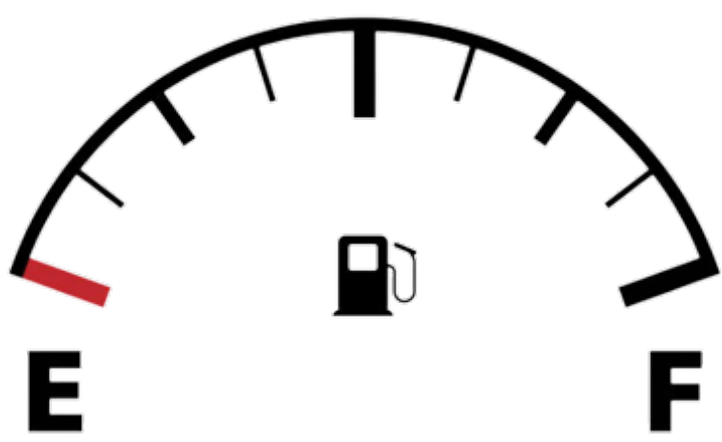


Information

Rental company :	Phone number :	Roadside assistance phone number :
Make (e.g., Toyota, Ford) :	Model (e.g., Corolla, Rav4) :	
Car color :	License plate:	

Fuel type and level

- ☐ Gas/Petrol
- ☐ Diesel
- ☐ Natural gas
- ☐ Electric



CHECK THE FUEL LEVEL:
Draw a line showing the position of the fuel gauge at the trip start.

Mileage

Before trip :	miles/km	After trip :	miles/km
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Returning the car

- ☐ Follow the rental agency’s return process
- ☐ Make a note of the gas level and mileage (take a photo)
- ☐ Make sure you have all your belongings – check under seats, glove box, back seat, trunk
- ☐ Get a receipt, if possible; if not, take a photo of the car in its parking space

Notes