

## VIP CLUB RENTAL CHECKLIST

DAY & TIME CHECK OUT \_\_\_\_\_ RETURN DAY & TIME \_\_\_\_\_

CLIENT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ AGENT \_\_\_\_\_

\_\_\_\_\_ ADD VIPRENTAL HASHTAG TO CLIENT IN kvCORE AND ENSURE VIP RENTAL DRIP CAMPAIGN STARTED

\_\_\_\_\_ ASK CLIENT TO SEND ANY PICTURES THEY TAKE TO US – ADMIN@AMYSTOCKBERGER.COM

\_\_\_\_\_ FILL OUT LOAN AGREEMENT AND RELEASE OF LIABILITY FORM. GO OVER \$150 CLEANING FEE IF ANYTHING IS LEFT IN THE TRUCK OR TRAILER

\_\_\_\_\_ MARK ITEMS BEING TAKEN ON THE BACK OF LOAN AGREEMENT

\_\_\_\_\_ CHECK ITEMS FOR DAMAGE – FILL OUT ON THE BACK OF LOAN AGREEMENT.

\_\_\_\_\_ IF CHECKING OUT TRAILER, FILL OUT SAFETY CHECKLIST FOR TRAILER AND STAPLE TO THE BACK OF LOAN AGREEMENT

### **WHEN ITEM IS RETURNED**

\_\_\_\_\_ CHECK ITEM FOR DAMAGE ON ALL SIDES – MARK ON SAFETY CHECKLIST IF TRAILER OR BACK OF LOAN AGREEMENT FOR EVERYTHING ELSE

\_\_\_\_\_ CHECK BACK OF TRAILER TO ENSURE NO ITEMS WERE LEFT

\_\_\_\_\_ PUT THE COMPLETED PACKET OR FORM IN BASKET ON ADMIN DESK

\_\_\_\_\_ THEN FILE IN LEFT FILING CABINET UNDER ADMIN DESK FOR THE APPROPRIATE MONTH

\_\_\_\_\_ SEND ANY PICTURES CLIENT TOOK TO DMM@AMYSTOCKBERGER.COM