

PRE-RENTAL CHECKLIST FOR MEMBERS

Please ensure all items on this checklist are marked as done before, during and after your Vehicle Usage Period. This is to ensure that both you and the Vehicle Owner have a positive experience and is for your safety and protection. These items should be completed AFTER you have a final reservation confirmation on your Vehicle.

- Call the Vehicle Owner to setup a time and place to meet as soon as the reservation is confirmed online.
- Save the Vehicle Owner phone number and the HiGear number in your phone (1-855-3-HIGEAR). Keep your phone on you at all times during the rental if we need to get in touch with you.
- Print out a copy of this document to take with you.
- Always keep your drivers license on you at all times and present it to the Vehicle Owner when picking up the Vehicle.
- Be punctual and polite. Arrive a few minutes early at the time/place agreed upon. There is a \$50/hour late fee after the first 30 minutes.
- Carefully fill out the Vehicle Inspection sheet (below). Remember, no existing damage is too small to note.
- Check what grade of fuel goes in the Vehicle. Most luxury Vehicles require Octane-91 (Premium) fuel.
- Is the Vehicle a manual transmission? Are you very comfortable and experienced with manual transmissions? If not, please don't take the Vehicle.
- Go over important instrumentation in the Vehicle with the Vehicle Owner (lights, gear changes, gauges, parking brakes, emergency lights, other Vehicle settings)
- Switch the Vehicle on. Ensure it doesn't have any warning lights on. If it does, ask what they are. If there are warning lights on, you can decline to take the Vehicle and get a full refund.
- You will need to drive around the block with the Vehicle Owner. This is your opportunity to get a feel for the Vehicle and ask questions if anything is unclear.
- Agree on the time/place when you will return the Vehicle with the Vehicle Owner.
- Clean up, re-fuel and tidy the Vehicle before returning.

THINGS TO REMEMBER:

1. Treat the Vehicle well. Your security deposit will be charged for any damage or misuse of the Vehicle. Accidents go on your driving record. You are responsible for the \$2500 insurance deductible if anything happens to the Vehicle while in your possession.
2. No racing, speeding, or track use. Most of our Vehicles have GPS locks and we can remotely shut down the Vehicle if illegal activity is suspected.
3. If you require a return time extension please coordinate directly with the Vehicle Owner.
4. Be punctual. There is a \$50/hour late fee after the first 30 minutes.

THAT'S IT. HAVE FUN AND BE SAFE!

PRE-RENTAL CHECKLIST FOR VEHICLE OWNERS

Please ensure all items on this checklist are marked as done before, during and after your rental. This is to ensure that both you and the Member have a positive experience and is for your safety and protection. These items should be completed AFTER you have a final reservation confirmation on your Vehicle.

- Call the Member to coordinate a time and place. We recommend a nearby public place (such as a coffee shop).
- Save the Member's phone number and HiGear's number (1-855-3-HIGEAR) in your phone. Keep your phone handy during the rental in case we need to get in touch with you.
- Ensure the Vehicle is in good mechanical condition and has been serviced regularly.
- Remove all personal items from the Vehicle, including items such as documents, iPod, CDs, items in trunk etc.
- Vehicle should be reasonably tidy and clean before your Vehicle's Usage Period.
- Leave a copy of the HiGear Insurance packet in the Vehicle. This is the envelope that was sent to you and includes proof of insurance.
- Print out a copy of this document and have it with you when meeting the Member.
- Be punctual. There is a \$50/hour late fee after the first 30 mins.
- See the Member's driver license and verify this is the same person who booked your Vehicle online - verify the name and the picture.
- Fill out the Vehicle Inspection Sheet (see below). Remember, no existing damage is too small to note.
- Switch the Vehicle on. Ensure no warning lights are on.
- Demonstrate the different controls in the Vehicle (lights, gear, parking, navigation, other settings)
- Tell the Member what grade of fuel to put in the Vehicle.
- Have the Member drive around the block while you sit in the passenger seat. Make sure he/she is comfortable driving the Vehicle and operating all necessary controls. DO NOT give out your Vehicle if the Member is unable to drive your Vehicle correctly (for example, cannot operate a manual transmission properly).
- Give the Member 1 set of keys. Keep the spare set at home.
- Agree on a time/place for the return.
- Upon return, check Vehicle condition for any extra damage. Compare to Vehicle Inspection Sheet. If there is damage, report it to HiGear within 24 hours. Photos would be beneficial.
- Check mileage and ensure Member has not driven more than the limit. If he/she has, report it to HiGear within 24 hours.

Member Name		Pick-up Date & Time	
Vehicle Owner Name		Drop-off Date & Time	
Vehicle Make/Model		Vehicle Model Year	
Mileage Before		Fuel Level Before	
Mileage After		Fuel Level After	
Tires before		Interior before	
Tires after		Interior after	

VEHICLE CONDITION

Please make detailed notes of vehicle condition at time of pick-up:



Driver-side front	Driver-side rear	Passenger-side rear	Passenger-side front
	<div style="border: 1px solid black; padding: 2px; width: 100px; margin-top: 5px;"> Inner Tread _____ Cntr Tread _____ Outer Tread _____ </div>	<div style="border: 1px solid black; padding: 2px; width: 100px; margin-top: 5px;"> Inner Tread _____ Cntr Tread _____ Outer Tread _____ </div>	<div style="border: 1px solid black; padding: 2px; width: 40px; height: 40px; margin-top: 5px; display: flex; align-items: center; justify-content: center;"> </div>
Driver-side Mirror	Passenger-side Mirror	Front Bumper	Rear Bumper
		Front Valance	Dings/Dents

Please complete 2 copies of this sheet & sign below. Vehicle Owner & Member keep one copy each.

Member Acknowledgement. Member expressly acknowledges and agrees that driving or riding in a Vehicle is or can be a hazardous activity involving a high-degree of risk that includes, but is not limited to, serious bodily injury or death. Member also expressly acknowledges and agrees that Vehicles may be luxury, exotic or vintage Vehicles that have the ability to achieve tremendously high speeds which are unsafe, even under ideal conditions. Vehicles exhibit extraordinary performance from which control of Vehicle can quickly be lost with dangerous results and may not be equipped with modern safety features, which include, but are not limited to, three point harness seatbelts, airbags, antilock braking systems, roll bars, and reinforced door panels. This list is not meant to be comprehensive in nature and in no way is meant to limit the list of modern safety features that may or may not be present in the Vehicle. Member agrees that by signing this document the Member has voluntarily undertaken the risks associated with driving said Vehicle, shall notify all passengers of these risks and assumes any and all risks including, but not limited to, the risk of serious bodily injury or death resulting from driving said Vehicle.

Indemnity and Release Provision. The Member and/or Vehicle Owner shall defend, indemnify, and hold Company and its shareholders, directors, officers, agents, contractors and employees harmless from any and all losses, liabilities, damages, injuries, claims, demands, lawsuits, costs and expenses (“Claim”) connected with the possession and/or use of the Vehicle, including but not limited to Claims of, or liabilities to, third parties resulting from or based upon a Member’s derivative liability pursuant to California Vehicle Code §17150 et seq., regardless if such claims are inappropriately made by a third party against Company under said code section, or from the abandonment, conversion, concealment, or unauthorized sale of the Vehicle or confiscation of the Vehicle by government authority for any unlawful or improper use. Vehicle Owner hereby irrevocably and unconditionally releases and forever discharges Company and its shareholders, directors, officers, agents, contractors and employees from any and all Claims of any kind or nature whatsoever, including, but not limited to, Claims of, or liabilities to, third parties resulting from or based upon a Member’s derivative liability pursuant to California Vehicle Code §17150 et seq.

