EQUIPMENT RENTAL SERIES

START HERE

Your files, in plain language — read this page first.

WHERE YOUR FILES LIVE

After purchase, your files live in your Etsy account. Sign in to Etsy, go to Purchases (your profile icon, then Purchases and reviews), open this order, and choose Download Files. Save the downloads to your phone or computer before you start filling anything in.

HOW TO OPEN THEM

1. PDF files open in any free PDF reader, browser, or phone Files app. If a file arrives as a ZIP, tap or double-click it to unzip, then open the files inside.
2. The spreadsheet (.xlsx) opens in Excel, Google Sheets (upload it, then open), or LibreOffice. Yellow cells are yours to fill in.
3. Print the flat PDF, or skip printing and use the FILLABLE PDF on your phone — tap each field and type.

WHICH FILE IS FOR WHAT

- ☐ FLAT PDF (US Letter + A4) — print and fill in by hand, or keep as the clean master copy.
- ☐ B&W US LETTER PDF — ink-friendly grayscale version for cheap home or office printing.
- ☐ FILLABLE PDF — phone-friendly version; type into every field on the go.
- ☐ SPREADSHEET (.xlsx) — rental log with automatic fee totals, plus an hour-meter and fuel log.
- ☐ BONUS FILE — the A4 ink-friendly B&W version is NOT in the Etsy download. Its free download link is in your Etsy thank-you message after purchase (Message to buyers).

STUCK? MESSAGE US

- Open your Etsy order and choose Message seller (or Messages in the Etsy app) and tell us what you are stuck on. We reply through Etsy messages.

Disclaimer: This agreement is a general documentation tool. It is not legal advice, consult an attorney about your situation, your equipment, and your state and local rules before you lend or rent equipment.

Rental Snapshot — Who, What, When

One page that names the people, the machine, and the deal.

OWNER (LENDER)

Owner name: _____ Phone: _____

Address: _____

Email: _____ Best contact times: _____

RENTER / BORROWER

Renter name: _____ Phone: _____

Address: _____

ID type + last 4 shown (never the full number): _____

THE EQUIPMENT

Equipment (make / model / year): _____

Serial / VIN / asset #: _____ Attachments included: _____

Hour meter reading OUT: _____ Fuel level OUT: _____

THE DEAL

Rental starts (date / time): _____ Return due (date / time): _____

Rate (per hour / day / week): _____ Estimated total: _____

Security deposit held: _____ Deposit method: _____

Tip: photograph the equipment, the serial plate, the hour meter, and the fuel gauge at handover. Date-stamped photos settle almost every later argument before it starts.

Condition Inspection — Going Out

Walk the machine together before it leaves. Write what you both see.

Complete this page with the renter standing next to the equipment. Note every existing scratch, dent, leak, and worn part — 'pre-existing' only protects the owner if it was written down before the rental started.

- ☐ Exterior walked on all sides — dents, scratches, bent metal, and cracked covers noted below, not just 'good condition'.
- ☐ Tires / tracks / wheels checked — tread, cuts, pressure, and lug condition noted.
- ☐ Fluids checked — engine oil, hydraulic fluid, coolant — levels noted; any active leak photographed.
- ☐ Controls and safety devices tested — start, stop, emergency stop, lights, horn / alarm, guards in place.
- ☐ Attachments, pins, hoses, and couplers inspected and counted.
- ☐ Photos taken: four sides, serial plate, hour meter, fuel gauge, and every damaged spot close up.

EXISTING DAMAGE & WEAR — be specific

Location + description 1: _____

Location + description 2: _____

Location + description 3: _____

SIGN AT HANDOVER

Owner initials: _____ Renter initials: _____

Agreement Terms — As-Is & Care

The plain-language terms both sides agree to before the keys change hands.

READ FIRST

- This page is a general educational framing for a private rental between two parties. It is not legal advice, consult an attorney before relying on it — enforceable wording depends on your state, the equipment, and the use. If either side is uncomfortable, get advice before signing, not after a problem.

THE RENTER AGREES TO

- ☐ Use the equipment only for the purpose and at the location written on page 2, and only by the operators named there.
- ☐ Run the daily checks the owner's manual calls for (fluids, leaks, damage) and stop and call the owner about any warning light, strange noise, or leak.
- ☐ Keep the equipment secured when not in use and never lend, sub-rent, or hand it to anyone else.
- ☐ Return it on time, clean, with the same fuel level noted on page 2 — or pay the refuel and cleaning charges on page 8.
- ☐ Pay for damage beyond the pre-existing items listed on page 3, and for loss or theft while the equipment is in their care, as set out on page 8.
- ☐ Carry the insurance or coverage noted below, if any, and tell the owner immediately about any accident, injury, or damage — the same day it happens.

COVERAGE & LIMITS AGREED

Renter insurance / coverage (if any): _____

Jobsite / use location: _____ Operators allowed: _____

AS-IS: except for the condition items written on page 3, the equipment is provided as inspected by the renter at handover. The renter's signature on page 9 confirms they saw it, tested the controls listed on page 3, and accepted it in that condition.

Safety & Operating Acknowledgment

Read, discuss, and sign per operator — before the first start.

These are general good-practice acknowledgments in plain language. They do not replace the manufacturer's manual, any required training or certification, or the rules that apply to your equipment and location — verify those for every job.

EACH OPERATOR AGREES TO

- ☐ Read or be briefed on the operator's manual for this equipment before using it, and ask the owner about anything unclear.
- ☐ Wear the protective equipment the task requires and never operate while impaired, exhausted, or distracted.
- ☐ Keep people and animals clear of the work area, swing radius, and travel path at all times.
- ☐ Shut down, lower attachments, set the brake, and remove the key before leaving the seat or doing any check.
- ☐ Never carry passengers, never overload beyond the rated capacity, and never defeat a guard or safety device.
- ☐ Stop work and call the owner about any malfunction, damage, injury, or near-miss — right away, not at return time.

SIGN — one line per operator

Print name: _____ Signature: _____ Date: _____

Print name: _____ Signature: _____ Date: _____

Print name: _____ Signature: _____ Date: _____

During the Rental — Use Rules & Daily Log

What happens while the machine is out — written down, day by day.

1. LOG EACH DAY: note the date, operator, hours on the meter at start and end, fuel added, and anything unusual. The spreadsheet version totals the hours for you.
2. FUEL & FLUIDS: use only the fuel and fluids the manual specifies. Keep receipts — they settle refuel charges and prove proper care.
3. PROBLEM? STOP & CALL: a warning light, leak, or new noise means shut down safely and call the owner the same day. Keep using a sick machine and a small repair becomes your big bill.
4. NO MOVES WITHOUT A CALL: taking the equipment to a different site, keeping it longer, or swapping operators needs the owner's OK first — note who approved it and when, below.
5. END OF EACH DAY: park on level ground, lower attachments, lock up, and photograph the meter if anything changed.

CHANGES APPROVED DURING THE RENTAL

Change (extension / site / operator): _____ Approved by / when: _____

Change: _____ Approved by / when: _____

ISSUES REPORTED

Date / issue / who was told: _____

Date / issue / who was told: _____

Return Inspection — Coming In

Same walk, same photos — side by side with page 3.

Walk the equipment with the owner at return, comparing against the going-out page. Anything new gets written here while both sides are looking at it — not argued about a week later from memory.

RETURN FACTS

Returned (date / time): _____ Hour meter IN: _____

Fuel level IN: _____ Clean? Y / N: _____

Late? By how long: _____ Keys / manuals / attachments returned: _____

- ☐ Exterior re-walked on all sides and compared with page 3 photos.
- ☐ Controls and safety devices re-tested — same list as page 3.
- ☐ Fluids re-checked; any new leak photographed and noted below.
- ☐ Attachments, pins, and accessories counted back in.
- ☐ Return photos taken: four sides, meter, fuel gauge, and any new damage close up.

NEW DAMAGE OR WEAR FOUND

Location + description 1: _____

Location + description 2: _____

SIGN AT RETURN

Owner initials: _____ Renter initials: _____

Charges Worksheet — Deposit, Damage, Late

Every dollar, in the open, with the math showing.

Work this page together at return. The spreadsheet version calculates the same totals automatically — use whichever copy both sides sign.

THE MATH

Rental fee owed (rate x time used): _____

Late charge (hours / days late x agreed charge): _____

Refuel charge (fuel to restore page-2 level): _____

Cleaning charge (if returned dirty, as agreed): _____

Damage charge (from page 7 — attach quotes / receipts): _____

TOTAL CHARGES: _____ Deposit held: _____

BALANCE — owed by renter / refund due to renter: _____

- ☐ Quotes or receipts for any damage charge are attached or were shown to the renter at return.
- ☐ Deposit refund method and date written below — a promised refund with no date starts arguments.
- ☐ Both sides keep a signed copy of pages 2, 7, and this page.

DEPOSIT SETTLEMENT

Refund amount: _____ Refund method: _____ Refund date: _____

Notes / anything still open: _____

Disagreement at return? Write down exactly what is disputed, both sides initial it, and hold only the disputed part of the deposit while you get quotes — in writing, with dates. That paper trail is what protects both sides.

Signatures & Copies Checklist

Sign once, copy everything, and both sides leave with the full packet.

By signing, both sides confirm: the equipment and terms are as written on pages 2–5, the going-out condition on page 3 is accurate, and the signer for each side is the person named on page 2.

SIGN

Owner signature: _____ Date: _____

Print name: _____ Phone: _____

Renter signature: _____ Date: _____

Print name: _____ Phone: _____

COPIES — check when each side has it

- ☐ Full packet copy to the renter at handover (paper or photo scan).
- ☐ Full packet copy kept by the owner, plus handover photos from page 3.
- ☐ Return pages (7–8) copied to both sides at return.
- ☐ Deposit settlement on page 8 completed and copied to both sides.

Disclaimer: This agreement is a general documentation tool. It is not legal advice, consult an attorney about your situation, your equipment, and your state and local rules.

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