

Subject:	Additional Renter Qualifications
Procedure No.	CO 0302-0412
Distribution:	RLS Server
Date:	April 11, 2012
Company Wide Implementation Date:	April 11, 2012
Replaces Procedure:	CO 0302-0710, July 30, 2010, CO 0302-0508, May 21,2008
Other References:	Procedures: Foreign Issued Drivers License & International Drivers – CO 0101, Rental Age Requirements - CO 0301, Insurance Replacement “IR” Processing - CO 0501, RentWorks Screens Used During Check-Out Process – CO 0801 - 1008
	To Communicate: <ul style="list-style-type: none"> • Additional Renter’s Minimum Age Requirement • Additional Renter’s Qualifications • Additional Renter Surcharge • When LDW is purchased to meet the PDC Requirement – New

<p>Additional Renter's Minimum Age</p>	<p>Additional renters must be at least 25 years of age or older.</p>
<p>Additional Renter's Qualifications</p>	<p>Additional renters must meet the same rental qualifications as the primary renter with one *exception.</p> <p>*Due to a software adjustment that must be made, we will not swipe the additional renter's credit/debit card into the system. However, you will still need to see the additional renter's card at the time of rental.</p> <p>To remain PCI (Payment Card Industry) and DSS (Data Security Standard) compliant, <i>you <u>must not</u> record the additional renter's credit/debit card number into any notes screen.</i></p> <p>All renters are held to the terms and conditions of the rental contract.</p>
<p>Additional Renter's Surcharge (Always check RentWorks for price updates.)</p>	<p>An additional renter's charge will apply to all additional renters (except Loaner Car Rental Spouses and Insurance Replacement Program Renters).</p>
<p>When LDW is purchased to meet the Physical Damage Coverage (PDC) requirement.</p>	<p>*The Additional renter must also present a Maryland, Virginia, West Virginia, Washington, D.C., Delaware and Pennsylvania driver's license and <u>two</u> Proof of Residency documents at the time of rental when the Damage Waiver is purchased to meet the Physical Damage Coverage (PDC) requirement.</p> <p>*This procedure <u>step</u> does not apply to RMWA (Rent-A-Wreck Mid-Way Airport) renters and NGL (NextCar Glen Burnie) airline travelling renters presenting round trip airline tickets.</p> <ul style="list-style-type: none"> • Cellular Phone Bill • Home Telephone Bill • Bank Statement • Mortgage Statement • Credit Card Statement • Utility Bill (Gas, Electric or Water Bill) • Military ID • Auto or Home Insurance Bill <p>The two items are to be <u>current copies within 30 days</u> prior to the rental date.</p>