

A comprehensive inspection must be conducted for every inbound fleet vehicle. This checklist must be completed and placed in the vehicle packet.

- COSMETIC INSPECTION:** Visually inspect the vehicle when it arrives. Most vehicles should be in good condition, however units that are purchased used may need reconditioning; such as a bumper painted, paintless dent repair, or a full detail. Look for unsightly damage or issues that should be corrected to bring the unit up to rental ready condition and take appropriate action. Vehicles purchased new should be in flawless condition. Costly repairs or damage should be reported immediately to the Fleet Manager via phone at 240-581-1381 or 240-581-1385.
- MECHANICAL STATE INSPECTION:** Any vehicle that is purchased used must go through state inspection and should be arranged with the local mechanical vendor. Additionally, an oil change and preventative maintenance should be completed at this time. Area Manager approval is required for any repairs needed to pass inspection. The inspection certificate should be delivered immediately to the Fleet Administrator.
- TRACKING DEVICE:** Most units require a tracking device. If the vehicle was purchase used, the device must be installed at the time of state inspection. If the vehicle was purchase new, the device must be installed by the local mechanical vendor. The tracking device 'Install Form' must be completed and submitted immediately to the Fleet Administrator via fax at 240-581-1311. The Area Manager of the owning location is required to verify that tracking is operational.
- VEHICLE PACKET:** A vehicle packet must be created for the unit. The packet will store the registration card, spare key, key codes, window sticker, bill of lading, and any other important documents that arrived with the vehicle. The completed packet should be delivered immediately to the designated storage location.
- KEY TAGS & LABELS:** Complete the paper insert for the plastic key tag and hook it to the master key and/or remote. (Tip: Key tag and packet supplies should be ordered by the Fleet Administrator). Unit number labels are to be placed on the top left corner of the windshield using a 'P-Touch type of labeling.
- REMOVE STICKERS & LOGOS:** All dealer logos/advertising, stickers, plastic, and wax pen writing should be removed or cleaned from the vehicle. This would include; out of state inspection stickers, auction stickers, unit numbers and warning labels from other car rental companies, and factory window stickers. Remove plastic and paper covers from seats and floors, peel plastic film from body panels and door jams.
- INSTALL EQUIPMENT:** Properly install antennas, navigation discs, floor mats, tag brackets and other items often found in the trunk, console, or glove box. (Tip: Take extra time to collect spare keys that may be hidden in the trunk, console, glove box, or owner's manual.) Should the Area Manager choose to equip the vehicle with wheel locks, the lock lug key should be placed in the spare tire compartment, ideally in the tip of the tire iron.
- LICENSE PLATES & FRAMES:** License plates and *NextCar.com* frames must be installed on the front and rear of the unit. Proper screws are required. In-fleeting locations should have a variety of standard and metric threaded screws on hand to fit a diverse fleet. Regardless of the thread type, pan-head screws are required to be used on the front license plate. Pan-head screws minimize damage to other bumpers, often caused by parking vehicles tightly together on our own lots. (Tip: Some units may arrive without a front tag bracket, order one if needed.)
- FUEL:** Add \$10.00 worth of fuel during the in-fleeting process. It is the responsibility of the owning location to fill the vehicle to its one-half (1/2) tank level.