

# **HANDOVER AND ACCEPTANCE PROTOCOL**

# **( Attachment no. 1 )**

Tenant: ………………………………………………………………………………….

 **( name and surname, company )**

Subject of lease:

Brand: …………………………………………………………..

Registration number: ……………………………………..

Rental period: from ………………………………………..

 to …………………………………………

**Vehicle release / return protocol (Y – yes, N- no):**

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL** | **RELEASE** | **RETURN** | **COMMENTS** |
| Fuel level **(full tank)** | **Y** |  |  |
| Water tank pure **(full)** | **Y** |  |  |
| Toilet cassette **(pure)** | **Y** |  |  |
| The vehicle is not damaged from the outside | **Y** |  |  |
| Cleanliness - vehicle washed on the outside | **Y** |  |  |
| Cleaned inside and technical condition | **Y** |  |  |
| **STANDARD** **EQUIPMENT** |
| Electrical extension cord/box | **Y** |  |  |
| Water intake hose | **Y** |  |  |
| Kettle, coffee maker | **Y** |  |  |
| TableChairs quantity ……… | **Y** |  |  |
| Bike rack | **Y** |  |  |
| **ADDITIONAL** **EQUIPMENT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Detailed description of damage:**

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

 **Vehicle release : Vehicle return :**

…………….……………………………..….…… …....................................................

 **( date and legible signature of the Lessor ) ( date and legible signature of the Lessor )**

……………………………………………………. .......................................................

 **( date and legible signature of the Tenant ) ( date and legible signature of the Tenant )**