

Car rental agreement

Editable starting template | US passenger cars | Short term rentals

Scope and preparation

This package provides a rental schedule and operational clauses to adapt for a US passenger-car rental business. It is not a state-specific legally approved contract. Complete the local terms schedule and obtain suitable local review before live use. The example values are fictional and are not legal or tax advice.

Keep this preparation page with your master. Complete pages 2 and 3, attach the applicable terms and give the renter a copy of the complete accepted document. Do not issue an agreement with missing policy fields or attachments.

Local terms to complete before issue

Area	Required decision or attachment
Jurisdiction	State and locality; applicable consumer rental requirements; business legal identity.
Damage and theft	Responsibility, exclusions, valuation, claims process and any locally required notices.
Insurance and waivers	Actual coverage documents; permitted optional products; separate selections and disclosures.
Payments and security	Accepted payment methods; hold versus deposit; permitted deductions; release and refund process.
Rates and additional charges	Billing unit; late return; fuel or charging; mileage; tolls; fines; permitted administration charges.
Privacy and connected vehicles	Data collected; vehicle tracking disclosures if used; access, retention and customer notices.
Acceptance and changes	Signing process, document delivery, extensions, cancellation terms and version control.

Preparation checklist

☐ All fields completed ☐ Correct vehicle and dates ☐ Prices and taxes checked
☐ Local terms attached ☐ Optional selections recorded ☐ Inspection attached
☐ Customer copy available ☐ Master version and approval recorded

Example boundary

The worked example uses fictional Harbor Lane Rentals and customer Alex Morgan, rental TR-1042, fleet unit C17. It assumes a 4-day rental at \$65 per day, a \$25 delivery charge and an illustrative 8% tax on the \$285 subtotal. The \$300 card authorization is separate. No state-specific coverage or liability wording is supplied. The example is not ready for signature.

Rental schedule

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Field	Agreed details
Rental reference / agreement version	_____
Business legal name / contact	_____
Business address / operating state	_____
Renter name / billing contact	_____
Authorized drivers / verification reference	_____
Vehicle / fleet unit / registration	_____
VIN reference	_____
Pickup date time place	_____
Return date time place	_____
Billing unit / included mileage	_____
Fuel or charge return rule	_____

Agreed charges in USD

Item	Quantity	Rate	Amount
Vehicle rental	_____	_____	_____
Delivery service	_____	_____	_____
Other accepted item	_____	_____	_____
Subtotal			_____
Tax / jurisdiction / rate	_____	_____	_____
Rental total			_____
Advance rental payment received			_____
Balance due			_____

Tax values in the example are arithmetic assumptions only. Verify taxable items, rental taxes and local fees before live use.

Security record separate from rental charges

Method: _____ Amount: _____ Authorization or deposit reference: _____

Release or refund process and applicable terms reference: _____

Operating terms and acceptance

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Use and care

Only the drivers identified in the schedule and any later written approval may operate the vehicle, subject to applicable law and the attached terms. The renter will use the vehicle lawfully and follow the agreed permitted-use and territory rules. The parties will record any approved exception before it takes effect.

Permitted territory and use: _____

Prohibited uses and applicable terms reference: _____

Return and changes

The renter will return the vehicle and supplied equipment at the time and place stated in the schedule, unless the business accepts a written change. The renter will contact the business before requesting an extension. The business will confirm availability, revised charges and any other affected terms before accepting the change.

Late-return / unattended-return instructions: _____

Extension contact and accepted-change process: _____

Breakdown and incidents

The renter will stop using the vehicle when continuing would be unsafe, obtain emergency assistance where needed, and contact the business using the stated procedure. The renter will provide an accurate account and available supporting information. The business will explain the next steps under the applicable coverage and local terms.

Emergency contact / hours / incident procedure: _____

Condition and local terms

The outgoing condition report is attached by rental reference. It records observations and does not itself determine liability for a later loss. Damage, theft, insurance, waivers, payment rights and other local requirements are governed by the completed applicable terms and law; this operational schedule does not supply those provisions.

Attachment	Reference or version
Outgoing condition and photo register	_____
Local rental terms and required notices	_____
Coverage documents and optional selections	_____
Privacy / tracking notice if applicable	_____

Acceptance

The parties confirm the completed rental schedule and the attached terms identified above. The renter has had the opportunity to review the vehicle condition record and receives a copy of the accepted documents. This acknowledgement does not waive rights that cannot lawfully be waived.

Renter signature: _____ Date and time: _____

Business representative: _____ Date and time: _____

Customer copy delivered by: _____ Document version: _____

Do not sign until all policy fields and required local attachments are complete.