



Okto Villa Rental Checklist

	Checked	
	Collection	Return
Check following items are in caravan:		
Bed mattress		
220v Extension lead		
Gas bottle x 1 (Full)		
Wash-up dish dryer		
Patio awning		
Patio awning poles		
Tent pegs straight x 10		
Tent peg hammer		
12v Battery		
Corner steady winder		
Wheel spanner		
Warning triangle		
Fire extinguisher		
Spare wheel		
Jockey wheel		
Microwave		
Fridge		
4 x Knife		
4 x Fork		
4 x Tea spoon		
4 x Desert spoon		
4 x Coffee mug		
4 x Drinking glass		
4 x Dinner plate		
4 x Breakfast bowl		
Salt shaker		
Pepper shaker		
Tin opener		
Bottle opener		
Cutting knife short		
Cutting knife long		
Bread knife		
Dish-up spoon		
Wooden stirring spoon		
Spatula		
Braai tongs		
Scissors		
Cutlery tray		

Customer name and surname _____

	Checked	
	Collection	Return
Groundsheet in bag		
Ground sheet pegs x 8		
220v Blue adaptor plug		
Keys		
Coupling lock		

Check condition and working of:		
Condition of exterior		
Condition of windows		
Condition of tyres		
Check licence disk is valid		
Check number plate on and legible		
All necessary reflectors are on		
Check tail lights working		
Check fridge cold		
Check microwave		
Check 220v plugs work		
Check water system working		
Check all interior lights working		
Check gas stove working		
Check wheel nuts are tight		
Check tyre pressure at 2.6 bar		
Check spare wheel pressure 2.6 bar		

Please sign below

On Collection	Signed on Collection - Customer: _____ Date: _____
	Signed on Collection - for Loftus Caravan City: _____ Date: _____
On Return	Signed on Return - Customer: _____ Date: _____
	Signed on Return - for Loftus Caravan City: _____ Date: _____