

Jobsite Equipment Rental Checklist

Get the project, the site, and the machine documented before delivery and reconciled at return

Run this list before a machine is delivered to a construction site, and again when it comes back.

It pairs with the Construction Equipment Rental Agreement. Full guide:

clearlegaltips.com/construction-equipment-rental-agreement/

BEFORE DELIVERY

- ☐ The project is named and the site has a real street address on the agreement
- ☐ One on-site contact is listed by name and phone to take delivery
- ☐ The certificate of insurance (COI) is received before the machine arrives
- ☐ A secure overnight storage and parking spot on site is agreed in writing
- ☐ The machine is photographed on arrival, hour meter in frame, condition recorded as Exhibit A
- ☐ Make, model, serial or unit number, and delivery hour-meter reading are written down
- ☐ The agreement is signed and dated by both sides, with signer title if the renter is a business

DURING THE RENTAL

- ☐ A daily log records hours and who operated the machine
- ☐ Any incident, damage, or theft is reported the same day, in writing

AT RETURN

- ☐ A closing hour-meter photo is taken and compared to the delivery reading
- ☐ Return condition is checked against the arrival photos
- ☐ Invoices and overage hours are reconciled against the agreement
- ☐ If the bill is unpaid, the state-specific lien deadline is calendared and reviewed with an attorney

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. Laws vary by state and change over time.

Mechanics lien rights for equipment rentals differ sharply from state to state and carry strict notice and filing deadlines; talk to a licensed construction attorney before relying on them. The full guide and official sources are at clearlegaltips.com/construction-equipment-rental-agreement/