Equipment Rental Checklist

Protect the gear and the deal, from handoff to return

Run this list every time you rent equipment out. It pairs with the one-page Equipment Rental Agreement and takes about ten minutes. Full guide:

BEFORE HANDOFF

- [ ] Record the make, model, and serial or ID number on the agreement
- [ ] Photograph the equipment from several angles, timestamped, and note any existing damage
- [ ] Confirm the rate, total rent, due date, and late charge in writing
- [ ] Collect the security deposit and write down the amount
- [ ] Have both parties sign and date the agreement (an electronic signature is valid)
- [ ] If a business is renting, name the company and have an authorized person sign for it
- [ ] Collect a certificate of insurance (COI) if the equipment is high-value

DURING THE RENTAL

- [ ] Remind the renter of the permitted use and the no-subletting, no-re-lending rule
- [ ] Put any change to the dates or terms in writing, even a confirmed text message

AT RETURN

- [ ] Walk through the equipment against the pickup photos
- [ ] Separate normal wear and tear from damage the renter is responsible for
- [ ] Return the deposit within the agreed window, or settle any damage in writing first
- [ ] Keep a signed copy and the payment record with your business files (Schedule C, line 20a)

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. Equipment rentals fall under your state's version of Uniform Commercial Code Article 2A, and security deposit rules vary by state, so confirm yours before you rely on this. The full guide and official sources are at