

Vehicle Handover Protocol — HANDOVER

Informative translation — the Czech version prevails.
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Booking no.		Handover date and time	
Vehicle	☐ VW Multivan ☐ Citroën Hobby (motorhome) ☐ Mercedes-Benz X 250d 4×4 ☐ Toyota Land Cruiser 2.8D		
Registration no.		Handover location	☐ Prague ☐ Plzeň ☐ other: _____
Tenant	Name: _____ Licence no.: _____ ID/passport no.: _____		
2nd driver (free of charge, must be named)	Name: _____ Licence no.: _____		
Security deposit paid	_____ CZK: ☐ cash ☐ transfer	Agreed return	

Vehicle condition at handover

Mileage: _____ Fuel: ☐ ¼ ☐ ½ ☐ ¾ ☐ full AdBlue: ☐ OK ☐ needs topping up

Exterior cleanliness: ☐ clean ☐ soiled Interior cleanliness: ☐ clean ☐ soiled

Basic and safety equipment (all vehicles)

- ☐ 2× blanket
- ☐ 2× pillow
- ☐ Stove + gas
- ☐ 1× set of crockery
- ☐ 1× torch
- ☐ Hi-vis vest (qty _____), warning triangle
- ☐ First-aid kit (exp. _____)
- ☐ Spare wheel / ☐ puncture repair kit
- ☐ Jack + wheel wrench

Additional items for the motorhome (Citroën Hobby) — fill in only if this vehicle is being handed over

- ☐ Clean-water tank — full ☐ Chemical toilet cassette — empty + tablet ☐ Gas — 2× full bottle
- ☐ 230 V cable ☐ Bedding, duvet and pillow for 4 people ☐ Fire extinguisher (inspection _____) ☐ Gas/CO detector

Accessories on loan

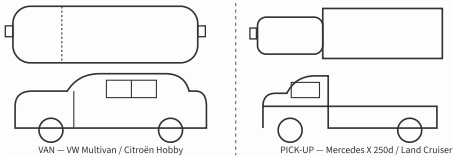
Item	Qty	Condition at handover

Documents in the vehicle

☐ Vehicle registration certificate ☐ Green card ☐ Czech motorway vignette

Vehicle condition — damage sketch

Number any damage directly on the diagram and describe it in the list below.



1. _____

2. _____

3. _____
4. _____

5. _____

6. _____

☐ At least 8 photos of the vehicle taken (all sides + interior) ☐ Photo of the odometer ☐ Photo of the fuel gauge

Tenant	Lessor (Poutník)
_____	_____
signature, date	signature, date

Vehicle Handover Protocol — RETURN

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Booking no.		Agreed return	
Vehicle		Registration no.	
Tenant		Return location	☐ Prague ☐ Plzeň ☐ other: _____
Actual return date and time		Deposit received (see below)	

Vehicle condition at return

Mileage: _____

Fuel: ☐ ¼ ☐ ½ ☐ ¾ ☐ full

AdBlue: ☐ OK ☐ missing

Exterior cleanliness: ☐ clean ☐ soiled

Interior cleanliness: ☐ clean ☐ soiled

Basic and safety equipment — complete

- ☐ 2× blanket
- ☐ 2× pillow
- ☐ Stove + gas
- ☐ 1× set of crockery
- ☐ 1× torch
- ☐ Hi-vis vest, warning triangle
- ☐ First-aid kit
- ☐ Spare wheel / ☐ puncture repair kit
- ☐ Jack + wheel wrench

Additional items for the motorhome (Citroën Hobby) — fill in only if this vehicle is being returned

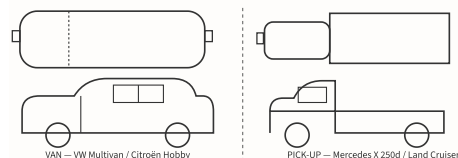
- ☐ Waste-water tank — empty ☐ Chemical toilet cassette — empty ☐ Gas bottles returned, qty _____
- ☐ 230 V cable ☐ Bedding for 4 people ☐ Fire extinguisher ☐ Gas/CO detector (the clean-water tank level is not assessed)

Accessories on loan — condition at return

Item	Qty	Condition at return	Note

Documents in the vehicle returned: ☐ yes ☐ no — missing: _____

Vehicle condition — damage sketch at return



1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

- ☐ Min. 8 photos of the vehicle ☐ Photo of mileage ☐ Photo of fuel level

Differences from handover

New damage: _____ Missing items: _____ Soiling beyond normal wear: _____

Security deposit settlement

Item (per the Fee and Charges Schedule)	Amount	Note
Deposit received		
Refunded		within 7 days of the vehicle's return, _____

Tenant

signature, date

Lessor (Poutník)

signature, date