



The Rental Station

A MEDIA DISTRIBUTORS COMPANY

10960 Ventura Boulevard Studio City, CA 91604 **Telephone:** 818-980-9916 **Fax:** 818-980-9265
therentalstation.net

THE RENTAL STATION RENTAL APPLICATION INSTRUCTIONS

Thank you for your interest in placing an order with The Rental Station. See below for rental application instructions. If you have any questions, please call our accounting department at (818)-980-9916 or contact us at 10960 Ventura Blvd., Studio City, CA 91604.

NEW ACCOUNT REQUIREMENTS:

The applicant must completely fill out and sign the Rental Application and the Rental Agreement Forms. If you would like to keep a credit card on file please complete the Credit Card Authorization Form.

INSURANCE REQUIREMENTS:

- Customer needs to be listed as Insured. Account must be opened under the same company name the Insurance is issued to.
- The Rental Station must be listed as the Certificate Holder.
- Insurance coverage period must extend 2 months past the rental ending date.
- Insurance coverage must be for Full Replacement Value of rental equipment.
- The Rental Station must always be listed as Additional Insured and Loss Payee. This requires the purchase of Liability and Property coverage.
- Insurance Certificate should list Type of Insurance as Misc. Audio/Video Equipment Rented/Leased.
- If equipment is going outside the United States, you will need Worldwide Coverage.
- Policy Number, effective date and date of expiration are required on insurance forms.
- See Rental Agreement for complete insurance requirements.

Once completed, please fax all documents directly to The Rental Station Accounting Department at (818) 980-9265 or mail to 10960 Ventura Blvd., Studio City CA 91604.

Thank you.

RENTAL AGREEMENT FORMS INCLUDE:

1. RENTAL AGREEMENT (Terms & Conditions)
2. CREDIT APPLICATION
3. C.O.D WITH DEPOSIT
4. CREDIT CARD AUTHORIZATION FORM (Optional)
5. BANK AUTHORIZATION FORM
6. CREDIT REFERENCE FORM
7. CERTIFICATE OF INSURANCE (if applicable)