



1160 Brickyard Cove Rd., Suite 200
Point Richmond, CA 94801
(510) 236-1933
info@richmondboardwalk.com

Checklist

Owner Name _____ Slip# _____

All items listed on this Checklist are due by your rental start date.

- Completed Rental Agreement
- Picture of the boat
- First Month's Rent & Security Deposit – Must be received before rental start date & boat arrival
- Certificate of Insurance Including:
 - A **minimum of \$500,000** Watercraft Liability including Salvage & Cleanup.
 - Boardwalk Port Marina listed as **additional insured**
- Current California DMV Vessel Registration or USCG Documentation.
 - Primary Owner listed on Rental Agreement must be listed on Registration.
 - If the boat was just purchased: To register with the DMV it will likely require a walk-in visit where they will give you the registration; if you submit a DMV registration through the mail it could take several months. If you are getting the boat USCG documented we will need a copy of the Running Letter while you wait for the documentation to be processed. Before mailing anything in to either DMV or USCG, please confirm with them that you will get one of these 2 items on time as you have to mail in the original paperwork which cannot be obtained again.
- Copy of Current Driver's License or Passport.
- Rules & Regulations / Key Access Agreement.
- Key purchase \$20.00 each _____
- Authorization Agreement for Preauthorized Payments (optional).
 - Rent is due on the 1st of each month and delinquent if not received by the 5th. **\$25.00 late fee will apply.**
 - **60 Day notice required prior to leaving the marina.**
 - A voided check is required to be attached to the form for checking account verification.
 - Do not email or fax credit card information or write your credit card information on Preauthorization Payment Form.