

## How to Report Rental/Leased Vehicles

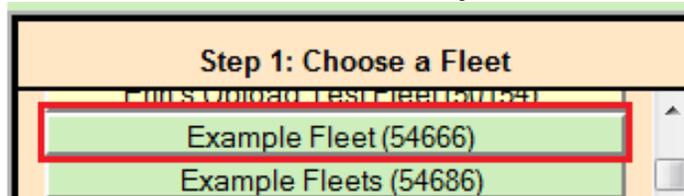
A rental or leased vehicle may only be reported in the Diesel Off-road Online Reporting System (DOORS) if it meets one of the following conditions: (A) the vehicle is leased for one year or more AND the written lease agreement specifically states that the lessee is responsible for compliance with the Off-Road Regulation; or (B) the vehicle was leased prior to June 15, 2008 for a duration of one year or more. For more information, please see our Frequently Asked Questions (FAQs) on Rental/Leased Vehicles at <http://www.arb.ca.gov/msprog/ordiesel/faq/rentalfaq.pdf>.

Reporting rental transactions is a two-step reporting process. It requires that the rental company “release” the vehicle (similar to the “Sell/Retire” function), so that the lessee may add the vehicle to their fleet (as explained on pages 1-2). Once the rental period is over, the lessee must “release” the vehicle, so that the rental company may add the vehicle back to their fleet (as explained on pages 3-4).

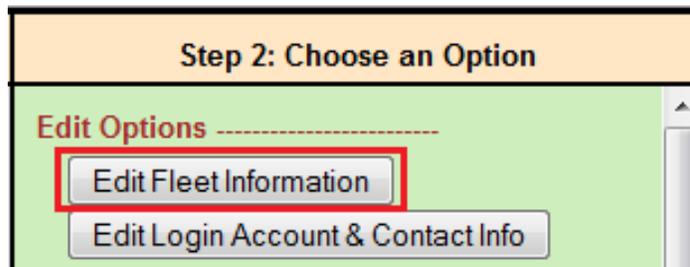
### Reporting a Rental Vehicle

To report a rental vehicle, the “Long-Term Rental” page should be used. The steps for reporting the vehicle are below:

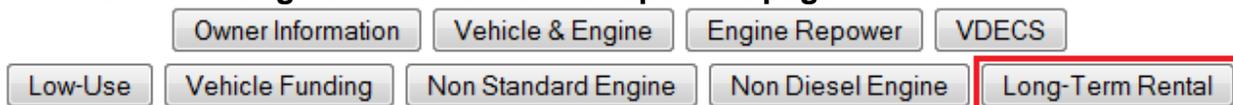
1. Log into your DOORS account and select your fleet in the left window.



2. Select “Edit Fleet Information” in the middle window.



3. Select “Long-Term Rental” at the top of the page.



4. Select “Release veh from your fleet” next to the appropriate vehicle. This action must be taken from the rental company’s DOORS account.

Edit Rental Date (if available)		Line #	Vehicle Information									Veh Rented From Other Party
			EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Date Veh Entered Your Fleet*	Two-Engine Veh	
	Release veh from your fleet	1	CF5L94	0123456789		Bore/Drill Rigs	CASE	1234	2006	2006-01-01	No	No
	Release veh from your fleet	2	SL8V79	23456789		Crawler Tractors	ABG	123	1996	1996-01-01	No	No
	Release veh from your fleet	3	KH7V54	vin111111		Belt Loader (GSE)	ABCO	111111	2010	2011-04-04	No	No
	Release veh from your fleet	4	BX6C79	123456789		Tractors/Loaders /Backhoes	CATERPILLAR	123	2005	2005-01-01	No	No
	Release veh from your fleet	5	BY9X33	012345678		Crawler Tractors	DEERE	1234	2007	2007-01-01	No	No

5. Enter the date the vehicle left your fleet (i.e., the date the vehicle was rented out) and select “Record Transaction” to release the vehicle. Again, this action must be taken from the rental company’s DOORS account.

RELEASE VEHICLE FROM YOUR FLEET				
Lessee: use this form to return a rental/leased vehicle back to the rental company.				
Rental/Leasing Company (Lessor): use this form to rent a vehicle to the lessee.				
EIN	Vehicle Serial Number	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Date Vehicle Left Your Fleet (yyyy-mm-dd)	Please make sure the transaction meets the requirements of the above NOTICE. <input type="button" value="Record Transaction"/>
CF5L94	0123456789	2006-01-01	0000 - 00 - 00	

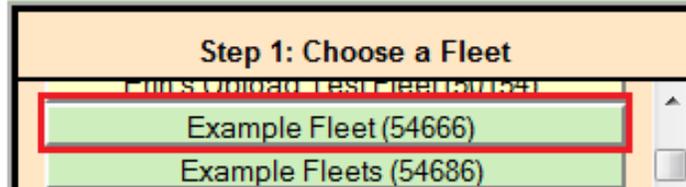
6. Add the rental vehicle to your fleet by entering the Equipment Identification Number (EIN) and the date the vehicle entered your fleet (i.e., the rental start date) in the table below and select “Record Transaction”. This action must be taken from the lessee’s DOORS account.

ADD A RENTAL VEHICLE TO YOUR FLEET		
Lessee: use this form to rent a vehicle from the rental/leasing company.		
Rental/Leasing Company (Lessor): use this form to take back a rental vehicle from the lessee.		
EIN	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Please make sure the transaction meets the requirements of the above NOTICE. <input type="button" value="Record Transaction"/>
	0000 - 00 - 00	

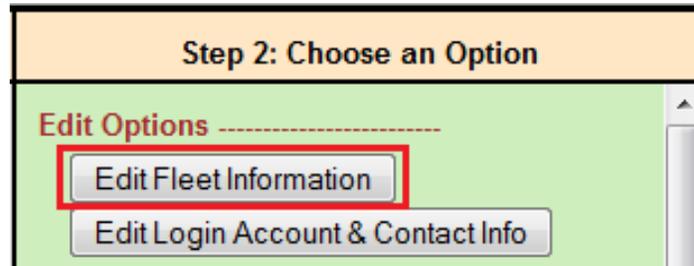
## Returning a Rental Vehicle

To return a rental vehicle to the rental company's fleet, the "Long-Term Rental" page should be used. The steps for reporting the return of the vehicle are below:

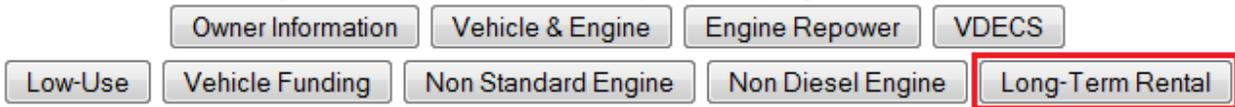
1. Log into your DOORS account and select your fleet in the left window.



2. Select "Edit Fleet Information" in the middle window.



3. Select "Long-Term Rental" at the top of the page.



4. Select "Release veh from your fleet" next to the appropriate rental vehicle. This action must be taken from the lessee's DOORS account.

Edit Rental Date (if available)		Line #	Vehicle Information									Veh Rented From Other Party
			EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Date Veh Entered Your Fleet*	Two-Engine Veh	
	Release veh from your fleet	1	CF4K79	00001112	2	Crawler Tractors	A&L	235	1998	1998-01-01	No	No
	Release veh from your fleet	2	FD3J33	3630468	3	Graders	A&L		2002	2002-01-01	No	No
	Release veh from your fleet	3	CB9W68	00001113	3	Graders	A&L		2001	2001-01-01	No	No
Edit date veh entered your fleet	Release veh from your fleet	4	CF5L94	0123456789		Bore/Drill Rigs	CASE	1234	2006	2013-03-01	No	Yes
	Release veh from your fleet	5	PR3Y86	00001111	1	Excavators	A&L		2006	2006-02-01	No	No

5. Enter the date the vehicle left your fleet (i.e., the date the vehicle was returned to the rental company) and select "Record Transaction" to release the vehicle. Again, this action must be taken from the lessee's DOORS account.

RELEASE VEHICLE FROM YOUR FLEET				
Lessee: use this form to return a rental/leased vehicle back to the rental company.				
Rental/Leasing Company (Lessor): use this form to rent a vehicle to the lessee.				
EIN	Vehicle Serial Number	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Date Vehicle Left Your Fleet (yyyy-mm-dd)	Please make sure the transaction meets the requirements of the above NOTICE. <input type="button" value="Record Transaction"/>
CF5L94	0123456789	2013-03-01	0000 - 00 - 00	

6. Add the rental vehicle back into your fleet by entering the EIN and date the vehicle entered your fleet (i.e., the rental end date) in the table below and select “Record Transaction”. This action must be taken from the rental company’s DOORS account.

ADD A RENTAL VEHICLE TO YOUR FLEET		
Lessee: use this form to rent a vehicle from the rental/leasing company. Rental/Leasing Company (Lessor): use this form to take back a rental vehicle from the lessee.		
EIN	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Please make sure the transaction meets the requirements of the above NOTICE. <input type="button" value="Record Transaction"/>
<input type="text"/>	0000 - 00 - 00	

YOUR RENTAL VEHICLE(S) IS/ARE READY TO TAKE BACK. USE FORM ABOVE.								
	EIN	Date Veh Left Your Fleet (yyyy-mm-dd)	Vehicle Serial #	Vehicle Type	Vehicle Manufacturer	Vehicle Model Year	Vehicle Returned From Lessee	Vehicle Available to Lessee
1	CF5L94	2013-03-01	0123456789	Bore/Drill Rigs	CASE	2006	Yes	

**Note:** If you do not see your vehicle listed in the table above (i.e., the table titled “Your Rental Vehicle(s) is/are ready to take back. Use form above.”), the vehicle has not been released by the lessee’s fleet and therefore cannot be added back to your fleet. If this occurs, please contact the lessee and let them know they need to release the vehicle, as explained in Steps 4 and 5 above.

For more information on reporting, refer to our other guides, which are available in the Off-Road Knowledge Center at:

<http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>

If you require additional assistance or information, please contact the DOORS hotline by phone at 1(877) 59DOORS (1-877-593-6677), or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).