



Please answer all questions

This page has to be completed and handed in at a Kenings office within 24 hours of the damage / loss occurring

DAMAGE / LOSS REPORT FORM

Kenings Vehicle									
Registration no:									
Vehicle Make / Type:									
Renter / Company Name:					Contact No:				
Drivers Name:									
Drivers Address:									
Drivers Contact Details			Tel: ()			Cell:			
Email Address:									
ID Number:									
Licence No:					Expiry Date:				
Has the drivers licence been endorsed?				Yes	No	*copy of licence to be supplied			
Was the Driver tested for Alcohol / Drugs?				Yes	No	Specify			
Particulars of incident resulting in Damage / Loss									
Date:					Time:				
Street:			Suburb:			Town:			
Reported to which police station?					Case No:				
Investigating Officer:					Contact No:				
Road Surface	Gravel	Tar	Weather Conditions	Dry	Wet	Visibility	Good	Poor	
Damages to Kenings Vehicle:									
Third party details									
1. Reg No.		Make:		Owner / Driver:			Tel:		
Driver's Address:									
Damage to 3rd party:									
2. Reg No.		Make:		Owner / Driver:			Tel:		
Driver's Address:									
Damage to 3rd party:									
3. Other Property									
Full Description Of How Damage / Loss Occurred									
Injured Persons									
Name:			Address:				Tel: ()		
Independent Witnesses									
Name:			Address:				Tel: ()		
Name:			Address:				Tel: ()		
PLEASE DRAW A SKETCH PLAN OF THE ACCIDENT ON THE REVERSE SIDE									
Acknowledgement of responsibility					Authorization to debit credit card / charge card				
The information above is a true reflection of events that occurred. I understand that by completing and signing this form, I am reporting the events of the incident. I am liable for the damage and/or loss subject to the waiver options I accepted, and subject to the terms and conditions of the rental agreement.					I agree that in the event that I am liable for costs as a result of damage or loss to the rental vehicle, and the method of payment was by credit or charge card, my signature below shall constitute authority to debit my credit / charge, nominated on my rental agreement for the aforementioned costs.				
Signature: _____ Date: _____					Signature: _____ Date: _____				