



NEW PILOT/STUDENT CHECKLIST

- _____ Make a copy of the last two Pages of the pilots' logbook (N/A for student pilots.)

- _____ Make a photocopy of:
 - Current medical
 - Pilot Certificate
 - Government issued photo I.D.

- _____ If the pilot is going through Private Pilot or Instrument Training, we must have a copy of a U.S. Birth Certificate or a U.S. Passport.

- _____ Proof of current participation in FAA Wings Program.
 - This may be in the form of any certificate of completion of an accredited event or flight completed within the preceding 12 calendar months.

- _____ Signed Renters' Agreement.

- _____ If a credit card is to be placed on file, fill out the credit card form and sign.

- _____ Inform pilot/student about renters insurance from AVEMCO and give them an application to submit for a free insurance quote.
 - They are covered under our policy only when instruction is given.
 - Must pay the deductible if damage occurs to aircraft while in rental possession (solo).

Ensure all the pilots information is entered into Sky Scheduler, otherwise the system will not allow checkout. Any overrides shall be carefully studied to eliminate the possibility of allowing flight without the proper credentials.