

**GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT  
RENTED EQUIPMENT SUMMARY RECORD**

Page \_\_\_\_\_ of \_\_\_\_\_

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to

8. DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT <small>Indicate size, capacity, horsepower, make and model as appropriate</small>	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
<b>GRAND TOTAL</b>								

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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## THE RENTED EQUIPMENT SUMMARY RECORD INSTRUCTIONS

This form is used to record the costs of equipment that you had to rent or lease to respond to the disaster or to be used in making repairs to damages caused by the disaster.

### Complete the record as follows:

- **Applicant Name:** Enter your organization's name.
- **FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your PAC can tell you what it is if you don't know it.
- **Disaster Number:** Enter the declaration number this disaster here. The PAC can tell you what it is if you don't know it.
- **Project Number:** Enter the number you have assigned to this project.
- **Date:** Enter the date on the invoice.
- **Company:** Enter the name of the company that rented or lease the equipment to you.
- **Equipment Description:** Enter a brief description of the equipment that you leased or rented.
- **Hours Used:** Enter the number of hours that the equipment was used on the project.
- **Cost/Hour:** Enter the hourly rental or lease cost of the equipment. Indicate if the equipment was rented on a daily, weekly, or monthly rate, instead of an hourly rate.  
**NOTE: Determine that the rental rate is fair and reasonable and has not been raised to an unacceptable rate because of the disaster.**
- **Total Cost:** Enter the usage cost based on the renter's agreement.
- **Total Cost for Rented Equipment:** Add the numbers in the Total Cost block and enter the result here.