

Self-Drive Vehicle Rental Agreement

Please download this agreement, fill in the Renter details, sign every page (initials) and the last page, and upload it when you book. The Vehicle Owner completes and signs their part at vehicle handover.

1. Booking and parties

Trip Hub Asia booking reference	
Renter (full name as on passport)	
Nationality / passport number	
Driver's license number / country / expiry	
Renter phone / WhatsApp and email	
Address in the Philippines (hotel)	
Additional driver(s), if any (name and license no.)	
Vehicle Owner (completed at handover)	
Vehicle make, model and plate number	
Rental start (date, time, place)	
Rental end (date, time, place)	
Security deposit (P)	₱5,000 unless a different amount is stated on the listing: ₱ _____

2. Who this agreement is between

This agreement is between the Vehicle Owner (the verified local partner who provides the vehicle) and the Renter. The rental was booked and paid through Trip Hub Asia, which acts only as the booking platform. The rental itself is provided by the Vehicle Owner. Trip Hub Asia's Terms and Conditions, including its cancellation and refund rules, also apply to the booking.

3. Renter requirements

- The Renter and any additional driver must hold a valid driver's license for the type of vehicle rented, and must carry it while driving.
- The Renter must upload a copy of their driver's license and a proof of billing when booking, and show the originals at handover.
- Original passport: the Renter surrenders their original passport to the Vehicle Owner at handover. It is returned when the vehicle is returned and checked as agreed in this document.
- Only the Renter and the additional drivers named above may drive the vehicle.

4. Security deposit

- A refundable security deposit (P5,000 unless a different amount is stated on the listing) is paid to the Vehicle Owner at handover.
- The deposit is refunded in full when the vehicle is returned on time, with the same fuel level, clean and in the same condition as at handover.
- The Vehicle Owner may deduct from the deposit, with an explanation and receipts or photos: fuel shortfall, damage, lost keys or documents, traffic fines and violations, excessive cleaning, and late-return charges. If the costs are higher than the deposit, the Renter pays the difference.

5. Fuel, mileage and rental time

- Full to full: return the vehicle with the same fuel level as at handover. Missing fuel is charged at the pump price plus a reasonable refuelling fee.
- Mileage is unlimited unless the listing states otherwise.
- The minimum rental period is shown on the listing. Return the vehicle at the agreed date, time and place. Late returns are charged at the rates agreed with the Vehicle Owner, up to a full extra day. Please tell the Vehicle Owner as early as possible if you will be late.
- Rental days are counted from the pick-up time; each started 24-hour period counts as one day unless agreed otherwise.

6. Using the vehicle

The Renter agrees to drive carefully and obey Philippine traffic laws, and not to:

- drive under the influence of alcohol or drugs, or while tired;
- sub-rent the vehicle, use it as a taxi or for paid transport, racing, towing or driving lessons;
- carry more passengers than the vehicle's seats, or illegal or dangerous goods;
- take the vehicle on a ferry or off the island, or off-road (unless it is a 4x4 and the Owner agrees), without the Vehicle Owner's written consent;
- smoke in the vehicle or carry pets without the Vehicle Owner's consent;
- leave the vehicle unlocked or the keys inside.

The Renter is responsible for parking fees, tolls, traffic violations and fines incurred during the rental.

7. Accidents, damage, theft and breakdowns

- In case of an accident, damage or theft, stop safely, call the police if needed, take photos and inform the Vehicle Owner immediately. Do not admit liability or agree repairs without the Vehicle Owner.
- The Renter is responsible for loss of or damage to the vehicle during the rental caused by the Renter's fault, negligence or breach of this agreement, including any insurance participation (deductible) and loss of use, to the extent allowed by law.
- Mechanical breakdowns not caused by the Renter are the Vehicle Owner's responsibility. Contact the Vehicle Owner, who will arrange help or a replacement where possible. Do not arrange repairs without approval; approved costs with receipts are refunded.
- The Vehicle Owner is not responsible for personal belongings left in the vehicle.

8. Handover and return check

Both parties check the vehicle together at handover and at return, take photos, and record the details below. Existing damage not recorded at handover may be treated as new damage.

	At handover	At return
Date and time		
Odometer (km)		
Fuel level		
Existing scratches / dents / damage		
Spare tire, jack, tools, documents (OR/CR)		

Cleanliness		
Original passport surrendered / returned		
Deposit received / refunded (₱)		

9. Cancellations and general terms

- Cancellations and refunds of the booking follow the cancellation policy on the listing and Trip Hub Asia's Terms and Conditions.
- The Vehicle Owner may refuse handover, without a refund, if the Renter cannot show a valid driver's license, the original passport, or the deposit, or is unfit to drive.
- This agreement is governed by the laws of the Republic of the Philippines. If any part is found invalid, the rest still applies.

10. Signatures

By signing, both parties confirm they have read and agree to this agreement.

Renter

Signature: _____

Name: _____

Date: _____

Vehicle Owner (at handover)

Signature: _____

Name: _____

Date: _____

Trip Hub Asia does not keep the original passport or the deposit; these are handled directly between the Renter and the Vehicle Owner at handover.