

RENTED EQUIPMENT SUMMARY RECORD (RM-RESR) 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:

1. **Applicant:** Enter your organizations name.
 2. **PA ID:** Enter the Computer tracking number that FEMA assigns you to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
 3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
 4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
 5. **Location/site:** Enter physical address or location of project.
 6. **Category:** Enter category of work, if known.
 7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
 8. **Description of work performed:** Briefly describe the type of work that was performed.
- * **Type of Equipment:** Enter a brief description of the equipment that you leased or rented, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, e.g., Ditch Witch.
 - * **Dates/Hours Used:** Enter the dates and hours the equipment was used on the project.
 - * **Rate Per 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. List in appropriate column if operator costs were included.
 - * **Total Cost:** Multiply hours Used by Hourly Rate charged and enter total cost here.
 - * **Vendor:** Enter the name of the company that rented or leased the equipment to you.
 - * **Invoice No.:** Enter billing invoice number.

RENTED EQUIPMENT SUMMARY RECORD (RM-RESR) INSTRUCTIONS

- * **Date / Amount Paid:** Enter date of payment and amount of check.
- * **Check No.:** List check number that was used to pay for equipment rental.
- * **Grand Total:** Add the dollar figure from the Amount Paid blocks and enter total here.