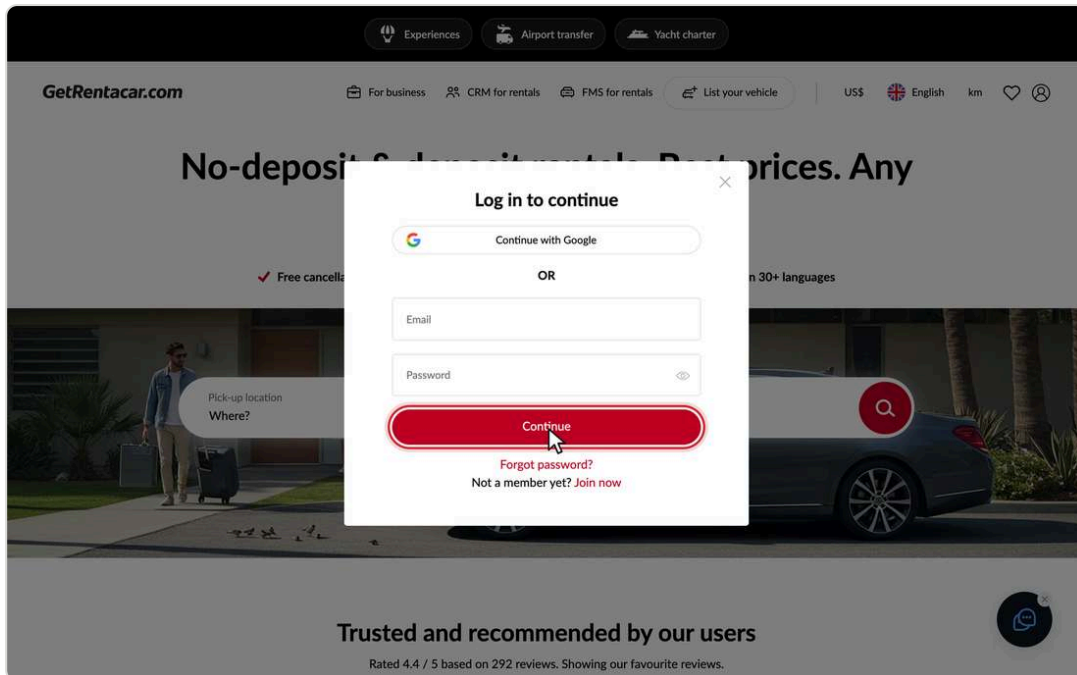

Owner guide: how to add a vehicle and answer a rental request

Two scenarios, step by step: add a vehicle and answer a request

September 2026 edition. The owner account is updated regularly, so some labels may differ slightly.
getrentacar.com

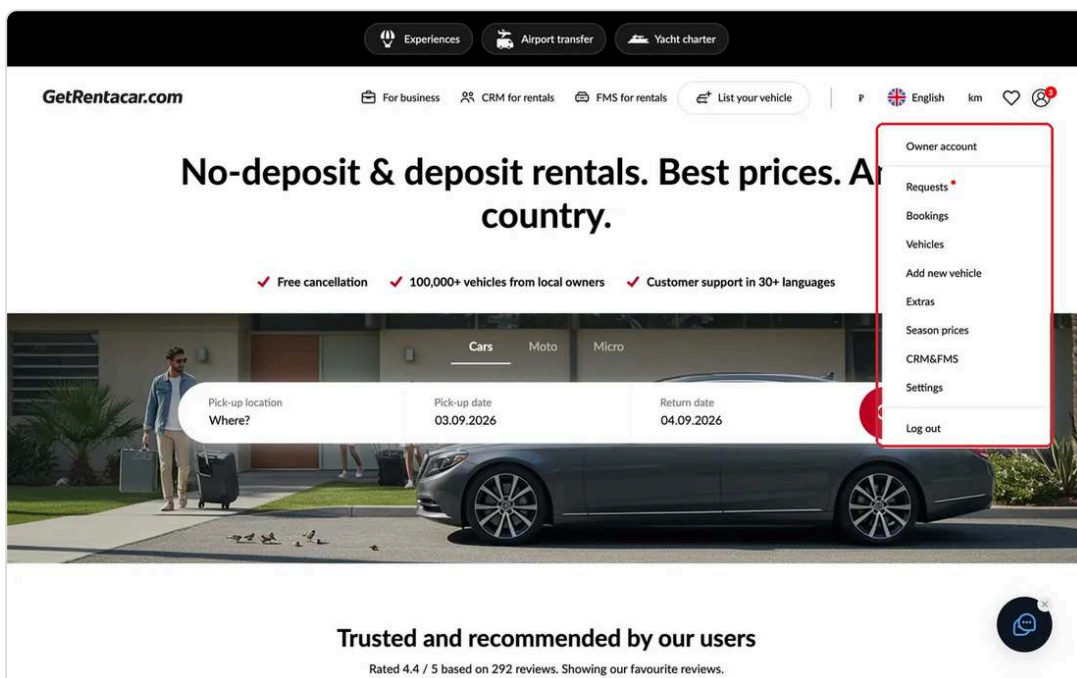
Scenario 1. How to add a vehicle

1 Sign in to your account



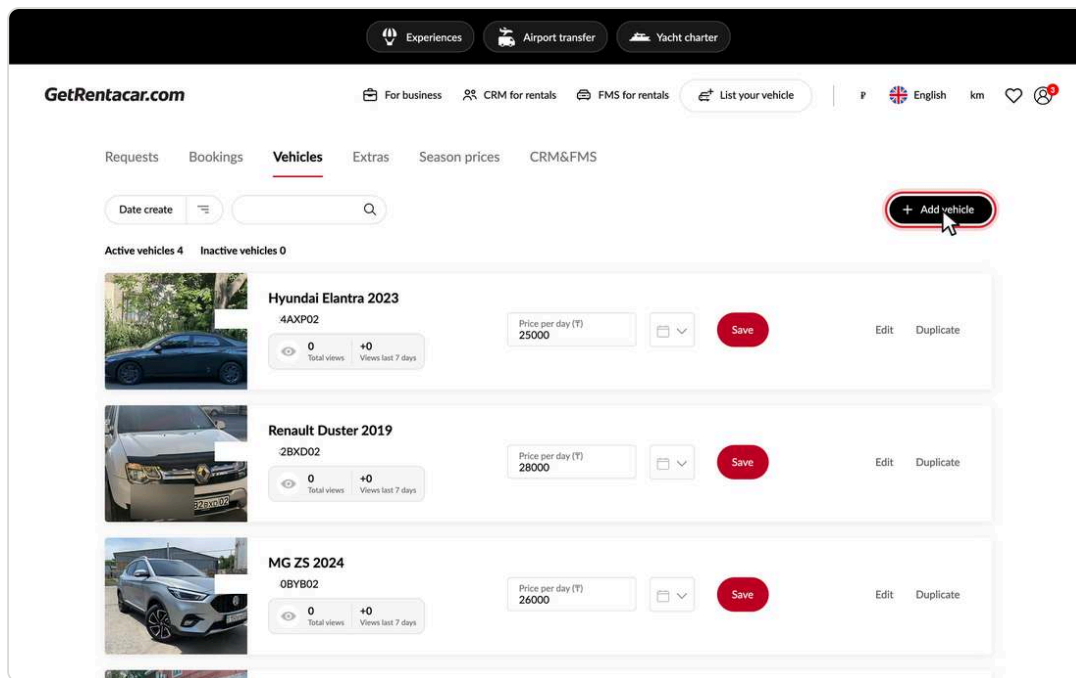
Open getrentacar.com and click the profile icon in the top right corner. You can sign in with Google or with your email and password. No account yet — click "Join now".

2 Open the owner menu



Click the profile icon again. The menu holds everything you need: "Requests", "Bookings", "Vehicles", "Add new vehicle", "Season prices" and "Settings".

3 Click "Add vehicle"



The "Vehicles" tab holds your cars: price per day, "Save", "Edit" and "Duplicate". The black "Add vehicle" button is above the list on the right.

4 Work through the form blocks

A screenshot of the 'Add your transport' form in the GetRentacar.com application. The form is titled 'Main settings' and contains several sections for configuring a vehicle. The sections are: 'Classification' (set to 'Automobile'), 'Choose a vehicle mark', 'Choose a vehicle model', 'Report unavailable brand or model', 'Select vehicle equipment', 'Choose a vehicle class', 'Number of seats', 'Luggage capacity', and 'Choose a vehicle production year'. The form is designed to be filled in order, with each section having a dropdown menu or input field. A red box highlights the entire form area.

The form has eight blocks and is filled in order. When a block is done, click "Ok": it collapses, its check mark turns red and the next one opens. To return to a closed block, use "Edit".

5 Main settings

The screenshot shows the 'Main settings' form in the GetRentacar.com interface. The form includes the following fields:

- Classification:** Automobile
- Choose a vehicle mark:** Toyota
- Choose a vehicle model:** C-HR
- Report unavailable brand or model:** (Link)
- Select vehicle equipment:** C-HR, 2016, Estate, Mechanics, Petrol, 5.9l, front
- Choose a vehicle class:** SUV
- Number of seats:** 5
- Luggage capacity:** 2
- Choose a vehicle production year:** 2023
- VIN:** JTNKHMBXON1234567
- Mileage (km):** 45000
- License plate number:** (Field with a red '1' icon)
- License plate country:** (Field with a red '1' icon)

Classification, mark, model, equipment, class, number of seats, luggage, production year, VIN, mileage and license plate. If your brand or model is missing, click "Report unavailable brand or model".

6 Description

The screenshot shows the 'Description' form in the GetRentacar.com interface. The form includes the following fields:

- Description:** Toyota C-HR 2023, hybrid, automatic. Clean and well maintained, non-smoking. Comes with a full tank, USB cables and two child seats on request. Pick-up at the airport or in the city centre. (189 / 3000 characters)
- Ok:** (Red button)
- Options:** (Field with a red '1' icon)
- Photo:** (Field with a red '1' icon)
- Conditions:** (Field with a red '1' icon)
- Location and delivery:** (Field with a red '1' icon)
- Prices for rent and subscription:** (Field with a red '1' icon)

Free text up to 3,000 characters. Write the condition of the car, what is included in the price and where you hand it over. It can be left empty, but a description earns more trust.

7 Options

Options

☐ GPS navigation	☒ Roof racks
☐ Bike racks	☐ USB adapter
☐ Sound system	☐ Sunroof
☒ Roof box	☐ Studded tires
☒ Leather interior	☐ Bluetooth
☐ Child safety seat	☐ Animals allowed
☒ Air conditioner	☐ Heated seats
☐ Cruise control	☒ ABS
☐ ESP	☐ ASC
☐ Parking sensors	☐ Tinted
☐ Snow chain	☐ Convertible
☐ Winter tires	☐ App unlock
☐ Apple CarPlay	☐ Toll roads included

Additional features

☐ Racing compatible

☐ Tuning

Ok

Tick what the car has: air conditioning, child seat, navigation, cruise control and the rest. Clients filter search results by these ticks, so mark everything the car really has.

8 Photos

Photo

The first uploaded photo will be the main one and will be displayed first on the vehicle card

Drop files here or [browse files](#)

Upload 0-15 images up to 20 MB in size, the image should be in good quality

Photo requirements

Ok

Conditions

Up to 15 images, each up to 20 MB. The first one becomes the main photo on the card. Use high-quality horizontal photos of a clean car, with no foreign objects, contact details or phone numbers.

9

Rental conditions

GetRentacar.com

For business CRM for rentals FMS for rentals List your vehicle

English km

Conditions

Rental period

Minimum renting days: 1

Set fewer minimum renting days to get more bookings

☒ **Minimum time before booking**: 2 days

☒ **Take part in auto-offers**

Auto-offer booking window, days: 365

The vehicle is offered to customers automatically when their request matches it. Turning this off removes the vehicle from such offers. Search and direct bookings are not affected.

Vehicle will receive auto-offers for requests with pickup within the next 365 days, at least 2 days before the rental starts

Renting requirements

Minimum driver age: 18

Minimum required driving experience: 1

Mileage limits

☐ Unlimited mileage

Minimum rental period and minimum time before booking, driver age and driving experience. The auto-offers tick means the car gets into matching client requests by itself.

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Mileage and fuel

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English km

Distance included (km per day): 0

Additional distance fee (per km): 0

Charge for an additional day of use (per day):

Fuel policy

Fuel policy: Full to Full

Full to Full - means that if the client picks up the car with a full tank of fuel, the client should return the car with a full tank.

Ok

Location and delivery

Prices for rent and subscription

Protection plans

Either "Unlimited mileage" or a daily kilometre limit with a fee for exceeding it. A fuel policy has to be chosen, otherwise the block will not close.

11 Vehicle location

The screenshot shows the 'Location and delivery' section of the GetRentacar.com website. At the top, there are navigation tabs for 'Experiences', 'Airport transfer', and 'Yacht charter'. Below these, the 'GetRentacar.com' logo is followed by links for 'For business', 'CRM for rentals', 'FMS for rentals', and 'List your vehicle'. The main section is titled 'Location and delivery' with an 'Edit' link. A note states: 'To protect your privacy, we show vehicle's location to client once booking confirmed'. Below this is a text input field with a location pin icon, containing 'Vehicle location' and 'Madrid, Spain'. A red box highlights this input field. At the bottom, a note says: 'Pick up and return at your vehicle location is included in the trip price for no additional fee.'

Start typing a city or an address and pick one of the suggestions. The client sees the exact place only after the booking is confirmed. Pick-up and return at this address are already included in the trip price.

12 Delivery and return

The screenshot shows the 'Delivery and return' section. It has two main parts: 'Delivery locations' and 'Return locations'. Under 'Delivery locations', there is a red button labeled '+ Add delivery location' with a mouse cursor hovering over it. Under 'Return locations', there is a red button labeled '+ Add return location'. Below these buttons is a red 'Ok' button. At the bottom, there are two sections: 'Prices for rent and subscription' and 'Protection plans', each with a red button and a help icon.

If you are ready to bring the car somewhere else, add that place and the delivery fee. Return locations are filled in the same way, and there can be several of them.

13 Prices

Prices for rent and subscription Edit

Base price for rent 1

P	Duration	Price
1-2 days, per day	45	
3-6 days, per day	40	
7-13 days, per day	35	
14+ days, per day	30	

☒ **100% payment**
100% by card via site.
Your position in the search will be higher

☒ **15% prepayment**
15% by card via site.
85% by card or cash on pick-up

Prices for subscription
Service, insurance, tax, car tires included in the final subscription price

P	Duration
1 - 2 mos., per month	
3 - 5 mos., per month	

Price per day by duration: 1–2, 3–6, 7–13 and 14+ days. A longer tier cannot cost more per day than a shorter one. "100% payment" ranks the car higher in search, "15% prepayment" leaves the rest for pick-up.

14 Security deposit

Protection plans Edit

Security deposit
Enter 0 if no deposit needed. Remember, clients prefer cars with no deposit plan.

P Security deposit
0

How does the client pay the security deposit?
You can choose multiple options.

☐ In cash

☐ By debit card

☐ By credit card

Main insurance policies

☒ **Third party insurance (TPL)**
Compulsory vehicle insurance.

☐ **Collision damage waiver (CDW)**
Standard collision damage waiver with deductible.

☐ **Collision damage waiver+ (CDW+)**
Second CDW plan with a reduced amount of deductibles (franchise).

☐ **Full Insurance (FI)**
Covers all the damage to the vehicle. The security deposit still applies with FI.

☐ **Full insurance with deposit waiver (FIDW)**
Deposit waiver program that covers all vehicle damages. Enables owners to eliminate deposits while generating additional daily revenue.

Enter 0 if no deposit is needed: such cars are booked more willingly. If there is a deposit, tick how the client can pay it and choose the return period.

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Protection plans

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Main insurance policies

- ☒ **Third party insurance (TPL)**
Compulsory vehicle insurance.
- ☐ **Collision damage waiver (CDW)**
Standard collision damage waiver with deductible.
- ☐ **Collision damage waiver+ (CDW+)**
Second CDW plan with a reduced amount of deductibles (franchise).
- ☐ **Full Insurance (FI)**
Covers all the damage to the vehicle. The security deposit still applies with FI.
- ☐ **Full insurance with deposit waiver (FIDW)**
Deposit waiver program that covers all vehicle damages. Enables owners to eliminate deposits while generating additional daily revenue.
- ☐ **Deposit waiver (DW)**
Allows you to waive the security deposit, but does not include coverage for vehicle damages.
- ☐ **Deposit covered by partner (DCBP)**
Activate the no-deposit option: the partner covers the deposit, you get more bookings at no extra cost.

Additional insurance policies

- ☐ **Tire and windshield protection**
Clients zero financial liability for damage to the windshield, windows, and tires.
- ☐ **Theft protection**
In the case of car theft, the insurance company covers the losses of the rental company.
- ☐ **Interior protection**
Clients zero financial liability for the car's interior mess and damage.
- ☐ **Roadside protection**

Only one item is mandatory — "Third party insurance (TPL)". Add the other plans as you wish. If the deposit is above 300 US dollars, a no-deposit plan is required: FI, FIDW or DCBP.

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Publish the vehicle

GetRentacar.com

For business CRM for rentals FMS for rentals List your vehicle

- ☒ **Options** ⓘ [Edit](#)
- ☒ **Photo** [Edit](#)
- ☒ **Conditions** ⓘ [Edit](#)
- ☒ **Location and delivery** [Edit](#)
- ☒ **Prices for rent and subscription** ⓘ [Edit](#)
- ☒ **Protection plans** ⓘ [Edit](#)

To promote long term beneficial relationship with the clients , we are asking you to uphold standards:

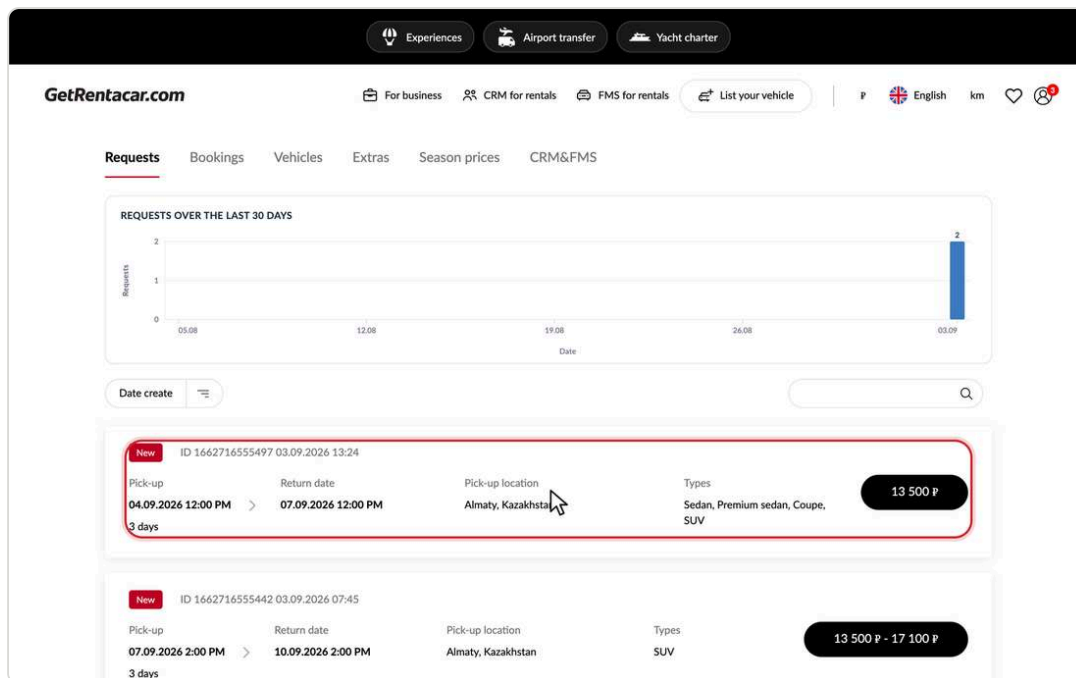
- Keep your car clean;
- Keep your car well maintained;
- Refuel your car before every trip.

[Agree and publish](#)

When all eight blocks have red check marks, the "Agree and publish" button appears at the bottom. After that the car goes into the "Vehicles" list and becomes available to clients.

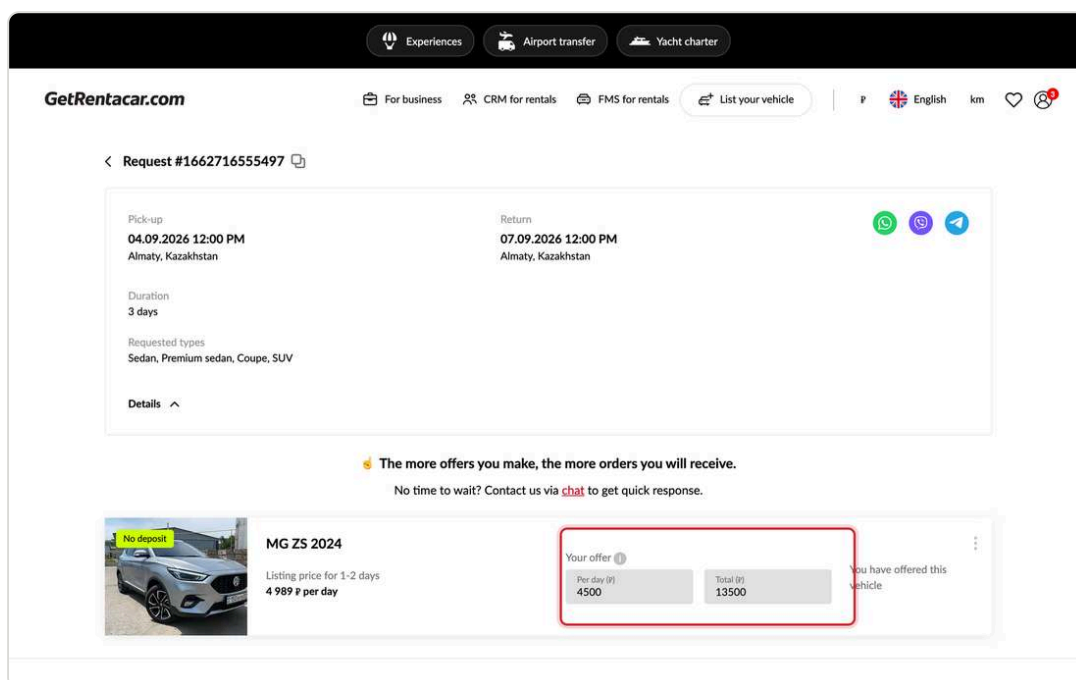
Scenario 2. How to answer a request

1 Open "Requests"



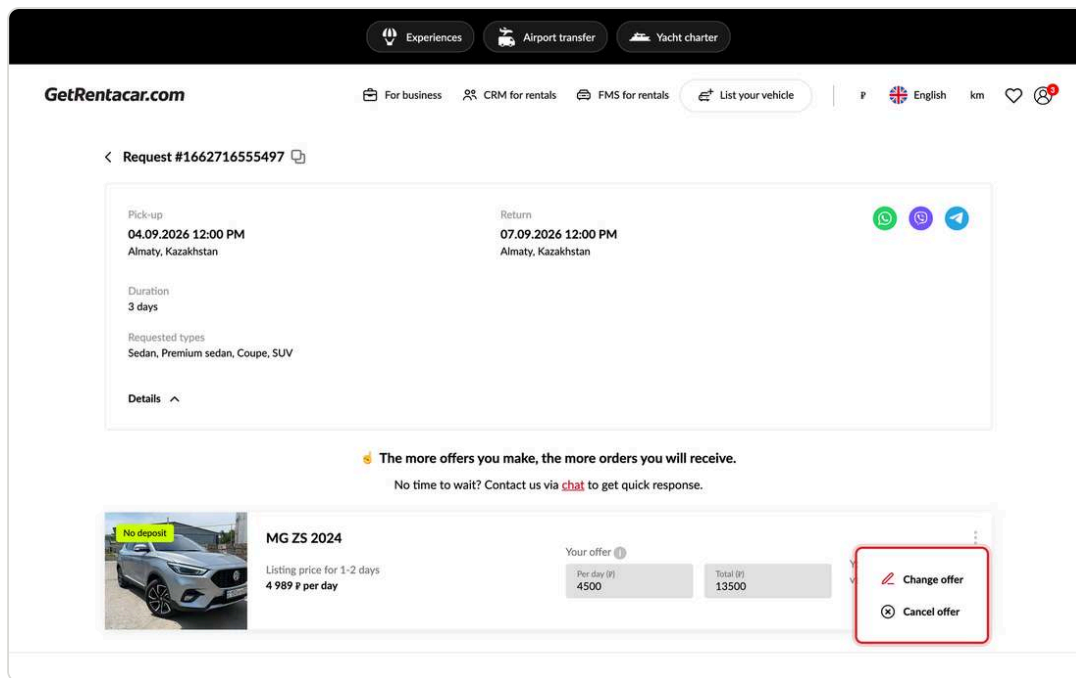
A request is a client's enquiry: the dates, the pick-up city and the vehicle types they need. To answer it, click the offer button on the request card.

2 Set your price



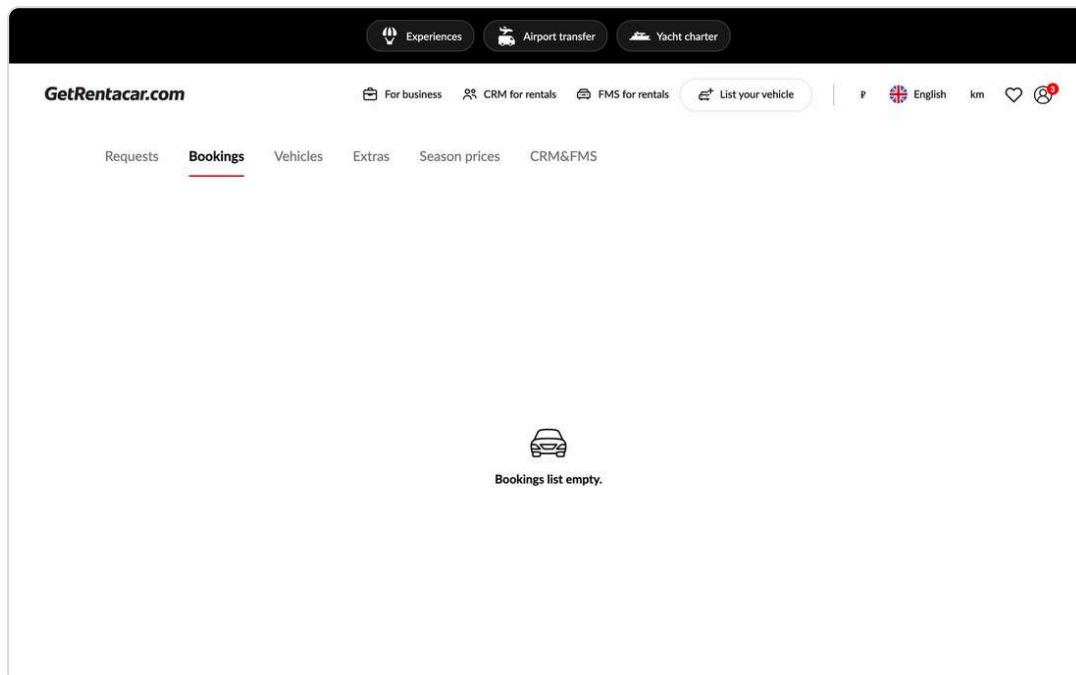
In the "Your offer" block enter the price per day — the total for the whole period is calculated automatically. If needed, set how long the offer stays valid.

3 Send the offer



After sending, the card shows "You have offered this vehicle". The three-dot menu lets you change or cancel the offer. One request can be answered with several cars.

4 Watch your bookings



When a client accepts an offer, the order appears in the "Bookings" tab. More orders come from cars with no deposit, a one-day minimum rental, "100% payment" and a fast reply to requests.