

Rental Procedure

Please take a moment to review the following procedures for renting equipment. Providing all of this information in advance will allow us to move quickly when you request a rental machine.

OBTAIN INSURANCE: Minimum insurance requirements, required in advance of all rentals:

LCP Group, Inc. (3421 Vestal Road Vestal, NY 13850) must be listed as an additional insured and loss payee where applicable.
Please email insurance certificates to admin@lcpgroup.net
General Liability \$1,000,000 per occurrence and \$2,000,000 aggregate
Physical damage coverage with a maximum of \$1,000 deductible.
A policy covering the specific machine being rented, can be either a "leased/ rented equipment" blanket policy or an inland marine policy that covers any/ all of the equipment you rent.

PROVIDE SALES TAX EXEMPT CERTIFICATE IF APPLICABLE: All customers must have the appropriate sales tax exemption forms on file in our office or pay sales tax. In general all contractors must pay sales tax on all rentals, parts and repairs. It is the customer's responsibility to keep adequate records to confirm tax exempt status. In all cases you must provide the paperwork to you sales person before the contract is written. If the information is not received in a timely manner, you will need to pay the sales tax and apply to NYS for a sales tax credit.

COMPLETE SIGNED CONTRACTS: All rental contracts must be signed before the equipment can be picked up or released to the customer. This can be done by fax, text, email, or in person.

PAYMENT: Rental amount to be paid in full before taking possession of the equipment. Payment for rental lasting longer than 1 month will be due before the new period begins.