RENTED EQUIPMENT SUMMARY INSTRUCTIONS
FEMA Form 90-125

This form is used to record the costs of equipment that is rented or leased to the applicant to respond to the disaster or be used to make repairs to damages caused by the disaster.

Complete the Record as Follows:

* **Applicant:** Enter organization's name.

* **PA ID No.:** Enter the computer tracking number that FEMA assigns to applicant organization. Your Public Assistance Coordinator can provide you with this number.

* **Project No.:** Enter the number assigned to this project.

* **Disaster:** Enter the declaration number for this disaster. The Public Assistance Coordinator can also provide you with this information.

* **Location/Site:** This item can range from an "address," "intersection of…," "1 mile south of…on…" to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

* **Category:** Indicate the category of the project according to FEMA specified work categories (i.e., B, H, Z). This is optional.

* **Period Covering:** Enter the dates that this period covers.

* **Type of Equipment:** Enter a brief description of the equipment that was leased or rented. Indicate if the equipment was rented on a daily, weekly, or monthly rate instead of an hourly rate.

* **Date and Hours Used:** Enter the dates for each day the equipment was used in the top box and the hours the equipment was worked in the bottom box.

* **Rate Per Hours With or Without Operator:** Enter the hourly rental or lease cost of the equipment with or without an operator. **Note**: Determine the rental rate is fair and reasonable and not raised because of the disaster.

* **Total Cost:** Multiply the entries in the second box under "Dates & Hours Used". Multiple this amount by the "Rate Per Hour – W/OPR or W/OUT OPR". The Excel version will auto fill the "Total Cost" block. You will need to fill in the block in the Word version.

* **Vendor:** Enter the name of the vendor.

* **Invoice No.:** Enter the invoice number.

*   **Date and Amount Paid:** Enter the date of the invoice in the top box and the usage cost based on the renter's agreement in the bottom box.

*   **Check No.:** Enter the check or warrant number.

*   **Grand Total:** The Excel version will calculate the costs from "Total Price" blocks and auto fill "Grant Total" block. You will need to enter this information manually on the Word version.

*   **Certified:** Record the name, title, and date of the person certifying the Rented Equipment Summary Record.