



**Innovative Small E-Fleet (ISEF)
Bi-annual Rental Reporting Guide Requirement
July 15, 2024**

In accordance with Appendix F with an effective date of June 3, 2024, the following is a guide for Providers who allow for frequent fleet turnover, such as short-term rentals. A report is required to be submitted to CALSTART every 6 months disclosing the following fleet operator information.

Required Information –

- Fleet Company Name
- Fleet Contact Name
- Fleet Phone Number
- Fleet Email Address
- Fleet Domicile Address
- Fleet Size (globally)
- Fleet DOT # (If applicable, please state reason for exemption)
- Fleet CA # (If applicable, please state reason for exemption)
- Fleet Annual Revenue
- Fleet Mileage use
- Vehicle Vin #
- Occupational use of the vehicle
- Terms of Agreement: Start date to end date

The above information should be provided to CALSTART in an Excel format. See example format below:

Fleet Company Name	Fleet Contact Name	Fleet Phone Number	Fleet Email Address	Fleet Domicile Address	Fleet Size	Fleet DOT	Fleet CA	Fleet Annual Revenue	Fleet Mileage use	Vehicle Vin #	Occupational Use	Term of Agreement - Start Date	Term of Agreement - End Date
Jason's Flower Shop	Jason Perez	854-999-5555	jason@carnation.com	12547 Petunia Avenue, Los Angeles, CA	5	55555555	9999999999	7,000,000	12,500	WFXH893B827167283	Delivery	1/23/2025	2/23/2025

