



## Le Aviation Instrument Pilot Folder Checklist

(Jeppesen)

### Side A

Date:

\_\_\_\_\_ Pilot Instrument Record  
\_\_\_\_\_ Stage I Exam  
\_\_\_\_\_ Stage II Exam  
\_\_\_\_\_ Stage III Exam  
\_\_\_\_\_ Inst End-of-Course Exam  
\_\_\_\_\_ Knowledge Test Results  
\_\_\_\_\_ Intro to Approaches Briefing  
\_\_\_\_\_ IFR Cross-Country Briefing  
\_\_\_\_\_ Practical Test Briefing  
\_\_\_\_\_ Ch. 2 Answers Sheet  
\_\_\_\_\_ Ch. 3 Answers Sheet  
\_\_\_\_\_ Ch. 4 Answers Sheet  
\_\_\_\_\_ Ch. 5 Answers Sheet  
\_\_\_\_\_ Ch. 6 Answers Sheet  
\_\_\_\_\_ Ch. 7 Answers Sheet  
\_\_\_\_\_ Ch. 8 Answers Sheet  
\_\_\_\_\_ Ch. 9 Answers Sheet  
\_\_\_\_\_ Ch. 10 Answers Sheet

### Side B

Date:

\_\_\_\_\_ LEA Inst Pilot Folder Checklist  
\_\_\_\_\_ Stage Check Checklist  
\_\_\_\_\_ Copy of Government issued ID  
\_\_\_\_\_ Copy of Birth Certificate  
\_\_\_\_\_ Copy of Passport  
\_\_\_\_\_ Copy of Pilot Certificates  
\_\_\_\_\_ Copy of Medical Certificates  
\_\_\_\_\_ LEA Renters Agreement/info  
\_\_\_\_\_ LEA Renters Addendum  
\_\_\_\_\_ Proof of Renters Insurance  
\_\_\_\_\_ LEA Headset Renters Agreement  
\_\_\_\_\_ Credit Card Account Information  
\_\_\_\_\_ Pre-Rental POH Test  
\_\_\_\_\_ Aircraft Checkout

**\*TSA DOCS MUST BE ON FILE BEFORE FLIGHT TRAINING CAN BEGIN! (NO EXCEPTIONS)**

## LE Aviation Instrument Pilot Stage Check Checklist

(Jeppesen)

### Stage I Checklist (Flight Lesson #13):

- Stage I exam results – Should be completed by ground lesson 9
- Ground Lessons 1-9 recorded in Instrument Pilot record
- Chapter's 1-3 Answers sheet (corrected to 100%)
- Flight Lessons 1-12 recorded in Instrument Pilot record (Times totaled and lessons signed)
- Stage totals verified

### Stage II Checklist (Flight Lesson #23):

- Stage II exam results – Should be completed by ground lesson 19
- Ground lessons 10-19 recorded in Instrument Pilot record
- Chapter's 4-8 Answers sheet (corrected to 100%)
- Introduction to Approaches Briefing (corrected to 100%)
- Flight Lessons 14-22 recorded in the Instrument Pilot record (Times totaled and lessons signed)
- Stage totals verified

### Stage III Checklist (Flight Lesson #28):

- Stage III exam results – Should be completed by ground lesson 26
- Ground Lessons 20-26 recorded in Instrument Pilot record
- Chapter's 9-10 Answers sheet (corrected to 100%)
- IFR Cross-Country briefing (corrected to 100%)
- Instrument Practical Test briefing (corrected to 100%)
- A COMPLETE cross-country flight plan will be required for the ground portion of this stage check
- Flight Lessons 23-26 recorded in Instrument Pilot record (Times totaled and lessons signed)

### End of Course Flight Check (Flight Lesson #26):

- Instrument End-of-Course exam results (proctored Gleim test 60 questions)
- Copy of FAA Knowledge Test results in folder
  - Review deficient areas as per 14 CFR 61.39 Sign/Date \_\_\_\_\_

	Ground				Flight		
	Video & Class Discussion	FTD	Briefings, Stage/Final Exams	Ground Training Totals	Airplane	FTD	Totals
<b>Stage 1</b>	/8		/1	/9	/13		/13
<b>Stage 2</b>	/10		/1.5	/11.5	/11		/11
<b>Stage 3</b>	/6		/3.5	/9.5	/11		/11
<b>Totals:</b>	/24		/6	/30	/35		/35

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## Aircraft Renters Agreement and Customer Account Info

I have received, read and understand the entire contents of the "LE Aviation Aircraft Renters Manual" Dated October 2018. I have inquired of and gave received clarification to all questions I might have had relating to its contents. I hereby accept all the conditions and requirements set forth in the "Manual".

I understand that in order for LE Aviation to obtain insurance coverage from its provider, LE Aviation is required to get the following from each of its renters/students:

1. **A Signed Aircraft Renter's Agreement**
2. **A Complete Pre-Rental Pilot Operating Handbook Open Book Review Worksheet signed by LE Aviation Certified Flight Instructor**
3. **A Pre-Rental Checkride Form signed by a LE Aviation Certified Flight Instructor**
4. **A Copy of a Driver's License or other picture ID**
5. **A Copy of a current Medical Certificate**
6. **A Copy of a Valid Pilot Certificate**

I agree to comply with all of the above requirements of this "Agreement". I understand that my failure to do so could result in the forfeiture of my insurance coverage and the termination of my rental privileges with LE Aviation.

I further agree that as a condition of this agreement, I will provide LE Aviation with a signed "Credit Card Authorization Form".

\_\_\_\_\_

Renter's NameRenter's SignatureDate

<b>Email:</b>			
<b>Home Phone:</b>	( )		
<b>Cell Phone:</b>	( )		
<b>Work Phone:</b>	( )		
<b>Permanent Address:</b>			
	<i>Street Address</i>	<i>City</i>	<i>State</i> <i>Zip</i>

*(If different from permanent mailing address)*

<b>Mailing Address:</b>			
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### **Emergency Contact:**

<i>Relationship</i>	<i>Name</i>	<i>Address</i>	<i>City</i> <i>State</i>
Individuals Phone #: ( )	_____		



**This Addendum (“Addendum”) is made pursuant to the LE Aviation Rental Agreement (“Agreement”)**

- A. **Damage to Aircraft.** The undersigned pilot agrees to pay for any damage to the aircraft as a result of Pilot’s use of the aircraft. It is the pilot’s sole responsibility to ensure proper treatment and handling of the aircraft rented to the pilot. The pilot will also be responsible for any death, damage, destruction and any liability to any property or persons, and any cost, damages, and losses, including loss of use and attorney fees, arising in connection with use of the aircraft. Non-owned aircraft damage liability insurance coverage with a minimum Hull coverage of \$20,000.00 is required in all aircraft, except the Seminole, Cirrus and Husky, for which a Hull coverage of \$50,000.00 is required for the Seminole and Cirrus and Hull coverage of \$110,000.00 is required for the Husky.
  
- B. **Hold Harmless.** The pilot hereby agrees to defend, indemnify, and hold harmless LE Aviation and its affiliates and their shareholders, directors, officers, members, managers, employees, agents, representatives, contractors, attorneys, insurers, successors, heirs and assigns from and against any and all liabilities, claims or damages of any kind which results from or are in connection with the pilot’s rental of an aircraft pursuant to the Agreement. Without limiting the generality of any of the foregoing, the pilot also agrees to be responsible for the payment of any damages caused to the pilot, third parties, personal property and the property belonging to third parties, and to the aircraft and/or the equipment while in the pilot’s possession and use.
  
- C. **Compliance with Regulations.** The pilot hereby agrees to comply with all Federal Aviation Regulations at all times. The pilot further agrees that the aircraft shall only be operated in accordance with all federal, state, and local laws and regulations.
  
- D. **Law and Venue.** This agreement shall be governed by and construed in accordance with the laws of the state of Utah, without regard to any applicable conflicts or choice of law provisions. This agreement shall not be governed by the applicable Uniform Commercial Code. The exclusive venue for any judicial action or proceeding arising out of or relating to this agreement shall be the state and federal courts of competent jurisdiction located in Salt Lake City, Utah, and the parties hereby consent to the jurisdiction of said courts and waive any objection that venue in any such courts is inconvenient. In any action to enforce any part of this agreement, the prevailing party may collect from the non-prevailing party, in addition to any damages or injunctive relief, any reasonable costs, fees and expenses, including attorneys’ fees.

I, \_\_\_\_\_, Agree to and understand the above Addendum

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## Headset Rental Agreement

I understand that I am responsible for any and all headsets rented to me by LE Aviation. I will be charged the full value of the headsets if lost or not returned, or the cost of repairs if headsets are damaged. I will be responsible to pay for the headsets at the time they are returned. If any balance remains due on my account at the end of the day, I authorize LE Aviation to charge my credit card for the full amount of any remaining balance. I will inspect the headsets rented to me before use to ensure they are in full working order.

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*Customer Name*

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*Customer Signature*

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*Date*

**\*A CREDIT CARD MUST BE ON FILE TO RENT A LE AVIATION HEADSET**



## CREDIT CARD AUTHORIZATION FORM

Circle Type:    VISA        MASTER CARD        AMERICAN EXPRESS        DISCOVER

Customer Name: \_\_\_\_\_

Card Number/ Exp. \_\_\_\_\_ Enter into Total FBO under Customer Account Information

Card Billing Address: \_\_\_\_\_

*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

Phone: (    ) \_\_\_\_\_

I understand that I am responsible for paying for all products and/or services when they are received. If any balance remains due on my account at the end of each day, I authorize LE Aviation to charge my credit card as indicated above for the full amount of any remaining balance. This authorization will remain valid as long as I continue to use LE Aviation Products and/or services.

\_\_\_\_\_  
*Customer Name*

\_\_\_\_\_  
*Customer Signature*

\_\_\_\_\_  
*Date*

**\*A CREDIT CARD MUST BE ON FILE FOR THE RENTAL OF LE AVIATION HEADSETS, AND FOR THE RENTAL OF LE AVIATION AIRCRAFT**