



**How to send your
documents to
Carlee@flytimeaviation.co
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Rev.1

Overview & Purpose

This lesson will walk you through the Fly Time Aviation procedures for sending Carlee@flytimeaviation.com your required documents.

Activity

1. Fill out the Renters Agreement and Pilot Information Sheet then email to Carlee@flytimeaviation.com; be sure to fill out all of the applicable sections and answer all questions. You will not be given access unless the forms are entirely filled out. You can find these documents through Fly Time Aviation's webpage. Go to flytimechd.com and through the rental requirements tab you can download these documents.
2. Send a picture of your current medical, pilot certificate (front and back), and TSA acceptable form of ID (passport or birth certificate) to Carlee@flytimeaviation.com.
3. Email a copy of a non-owned insurance policy to Carlee@flytimeaviation.com. It will need to show the provider, policy number, amount of coverage, and the policy period. See "How to obtain non-owned insurance for Fly Time Aviation".
4. After we have received these documents you will be sent an invitation to flightschedulepro.

