

Intake Form

Please complete and return this form as soon as possible.
After I receive this completed form **and** the required Appointment Deposit (next sheet),
I will save/confirm your check ride date.

Applicant's Name (as it appears on you pilot certificate)	
Applicant's Phone	
Applicant's Email	
Grade of Pilot Certificate that you currently hold (e.g., Student Pilot)	
Applicant's Pilot Certificate Number	
Applicant's FTN Number	
Certificate/Rating applying for (e.g., Private)	
FAR Part training (61 or 141) (If Part 141 included school name and school certificate number)	
Knowledge Test Report: Date of Test & Score <u>attach a copy</u>	
Proposed date of practical test (e.g., 01 Jan 25)	
Proposed time of test	
Name of Recommending CFI	
CFI Pilot Certificate number	
CFI Phone	
CFI Email	
Make and Model of aircraft to be used	
Aircraft "N" Number	
Aircraft avionics (e.g., Garmin 430W) (List all equipment that has a Supplemental Flight Manual)	
Aircraft INOP equipment (if any)	
Airport where test will be conducted (Identifier)	
Name of facility where test will be conducted	
Street address of facility	
City, State, and Zip Code	
Initial to the right – I have received the Practical Checkride Fee Sheet on the following page:	

Practical Checkride Fee Sheet

All Checkrides:	\$1000*	Private, Commercial, Instrument, Multi-engine checkrides *Rate may be adjusted when providing checkrides out of my assigned region.
Appointment Deposit: This deposit serves as a scheduling & meeting fee. Travel required outside my local area, greater than 45 nm from Arlington, will be charged an additional travel fee (see below). If I travel and the check ride cannot begin for any reason, I will keep the \$250 meeting fee. Upon commencing the check ride, I will collect the remainder of fee (\$750 + travel), payable via Zelle, Venmo, or Cash on day of check ride.	\$250	I must receive the deposit with the completed form above. Venmo account @Riemer-Associates Zelle to my email: jriemer@riemerandassociates.com Check payable to: Riemer & Associates, LLC If you are mailing a check, the appointment will not be confirmed until the check is received – call or text for the mailing address. Cell / Text: (703) 859-2807 Note: Deposits not required for Kuhn Training Center, ATP, and Heritage Air LLC. Note: No Checks on day of check ride.
My travel distance (one way): 46 nm – 75 nm 76 nm – 150 nm 151nm – 200 nm More than 200 nm	Fee: \$120 \$180 \$315 ask	Fee is based on straight line, one-way, from Arlington VA to the testing airport. This fee is the <u>total</u> travel fee (i.e., it covers my travel in both directions). There is no travel fee for check rides at KJYO, KHEF, KHWY KCJR, KFDK, KGAI, or 2W5. If airline travel is required, travel fee is roundtrip airfare + uber/rental car + lodging
Reschedule after Discontinuance:	\$250	The \$250 fee will be collected to save/confirm the new test date and credited to the continuance. Travel fee if applicable will also be charged.
Retesting following a Notice of Disapproval:	\$500	The scheduling process begins with a \$200 Appointment Deposit (credited toward the retest fee) Travel fee may also be charged.
Appointment Cancellations: If more than <u>7 days</u> prior to the appointment date	\$0	The original deposit amount will be applied to the new requested test date. If a reschedule is not desired, I will refund \$200. Please send cancellation notices to jriemer@riemerandassociates.com or text, with a phone call follow-up.
Appointment Cancellation: If between <u>7 days and 2 days</u> prior to the appointment date without a valid reason (e.g., illness or unforeseen event)	\$100	If another appointment is requested, you must pay the \$100 cancellation fee, and the original \$200 deposit amount will be applied to the new request. If a reschedule is not desired, I will refund \$100. Please send cancellation notices to jriemer@riemerandassociates.com or text, with a phone call follow-up.
Appointment Cancellation: <u>Inside 2 days</u> prior to the test day, cancellations due to ineligibility, improper documentation, or No-Show	\$250	The original \$250 Appointment Deposit will be retained to cover the cancellation fee. If a new appointment is requested, another \$200 Appointment Deposit will be required to save/confirm the new requested date. Please send cancellation notices to jriemer@riemerandassociates.com or text, with a phone call follow-up.
Appointment Cancellation: Day of test cancellations due to weather or other unforeseen events (e.g., aircraft maintenance)	\$0	If the cancellation is appropriately coordinated, no fee will be charged. Without coordination, the section above applies. If another appointment is requested, the original deposit amount will be applied to the new request. Please send cancellation notices to jriemer@riemerandassociates.com or text, with a phone call follow-up.