



564 South Main Street, Ann Arbor, MI 48104
734-761-9666 www.bouma.com

Please initial:

_____ I am comfortable operating a 15' truck (Chevy Express Van) approximately 9500 lbs. gross weight. (Holds 3-5 rooms of furniture).

_____ I understand that I am responsible for all damages to this truck and will return it in clean and working order.

_____ I realize that if this truck is late it will be reported stolen and a fine of **\$50 per hour** will be charged to me until it is checked back in. This may be waived if proper notification is given.

_____ **I realize that if I do not return the truck with a full tank of UNLEADED fuel and a receipt for the gas my check will be cashed to cover refueling. CHECK # _____ (attached) [With receipt and keys returned, the check will be returned to you via U.S. mail]**

_____ I will comply with this being a **NON-SMOKING** vehicle. I will not smoke in the vehicle.

1. **Before Driving:** Adjust the left/right mirrors. Familiarize yourself with all of the vehicle's instruments and how to operate the truck in inclement weather, how to control the temperature, and all other controls.
2. **Parking/Backing:** Try to avoid backing up whenever possible, but if it's necessary, please use a Spotter to guide you. It is difficult to judge the correct distance using only the mirrors. Remember to always use the parking brake when leaving the vehicle unattended.
3. **Watch Overhead Clearances:** Beware of low overhangs, such as gas stations, hotel canopies, bridges, tollbooths and street signs. Please do not drive through restaurants, hotels, banks, canopies, etc. This vehicle is approximately **ten feet, six inches tall (10'6")**.
4. **Allow Greater Following Distances:** A loaded truck can take up to 9 times as long in stopping time and distance than a passenger car. Please leave at least five to six vehicle lengths between you and the car in front of you. At approximately 14,000 lbs. a collision would result in considerable damage and/or personal injury.
5. **Secure All Cargo:** Make sure all materials in the van are secure so as to avoid shifting while driving.
6. **Drive Safely:** Please wear your seat belt at all times while operating this van and always obey all traffic laws and regulations. Remember to drive a little slower than you would if you were in a car and you should avoid passing. Use caution when changing lanes and entering/exiting highways.
7. **Equipment:** There is a ramp with the truck. Please store it **inside** the truck, not underneath it.
8. **UNLEADED Fuel:** The moving truck runs on **UNLEADED FUEL ONLY**. **Please return the truck with a full tank of gas.**

If you should have an accident please call the police right away, as insurance companies will require a police report when filing a claim. Please notify your insurance agent immediately. Also, please call The Bouma Group at 734-761-9666



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Client Services Division Release & Agreement

I/We, (please print name) _____ (herein after known as the borrower) personally came and appeared and do release and forever hold harmless Martin Bouma and The Bouma Group, Keller Williams Realty, and all other persons from any and all claims of damage to or by the driver, passengers or cargo arising out of the use of The Bouma Group Chevy Express Van.

I/We understand that any and all drivers must be at least 21 years of age. I understand that use is limited to one day only, unless otherwise agreed to in writing, and to a 50 mile radius of The Bouma Group, 564 S. Main St., Ann Arbor, MI. IF THE VAN IS NOT RETURNED BY THE PROPER TIME IT WILL BE REPORTED STOLEN. A FINE OF \$50 PER HOUR WILL BE IMPOSED UPON THE BORROWER.

I/We agree to provide a current copy of a valid Drivers License and Auto Insurance card for all persons who will be operating the truck.

I/We understand that The Bouma Group will collect and HOLD a personal check in the amount of \$25 as assurance the truck will be returned full of gas (**UNLEADED ONLY**), clean (swept out, not washed), and in the same condition as it was when received. If the truck is returned full of gas, the \$25 check will be mailed back to you; if the truck is NOT returned full of gas, The Bouma Group will retain and cash the \$25 check for purposes of filling the truck gas tank.

I/We understand that the truck is to be picked up and returned to the parking lot of **Fingerle’s Lumber across the street from The Bouma Group** at the below agreed upon time. Please return the keys to the front desk. If the office is closed, return the keys in the provided envelope in the mail slot on the side of the building.
Use of the truck is limited to a 50 mile radius from The Bouma Group office.

Pick Up: _____ Return: _____
Date Time Date Time

I hereby authorize The Bouma Group to charge my credit card for any damages to the truck or fuel charges.

Credit Card: MC Visa Discover American Express
Card Number: _____ Expiration Date: _____
Security Code: (see backside of card for Visa and MC, usually on the front of anAMEX) _____
Authorized Signature: _____

DRIVER MUST APPEAR IN PERSON & SUBMIT COPY OF DRIVERS LICENSE & CURRENT INSURANCE CARD.

Full Name of Driver:
Phone Numbers: (H) (C)
Auto Insurance Company & Policy #:
Insurance Agent Name: Agent Phone #:
Insurance Agent Address:

I/We agree that if I should have an accident with the van, and am found at fault, all damages to the van, damage to the property of others, or any personal injury claims will be directed to my insurance company for payment. If my insurance company will not accept liability for these damages, I agree to pay the deductible of \$1,000 on the Bouma Group moving van insurance policy, plus a \$100 service charge. By my signature I agree to this agreement.

Signature of Driver(s) _____ Date _____