

THE BOUMA GROUP TRUCK CHECKLIST

1. Call The Bouma Group to reserve truck
 - a. Only one client may reserve truck over a weekend
 - b. Individual from The Bouma Group who books will explain the contract rules, hours of operation, and items required upon pickup.

2. Come into the office at 564 S Main Street, Suite 100, Ann Arbor, MI 48104 to pick up the keys, provide paperwork, and sign contract
 - a. Office hours are Mon-Fri 8:30am-6:00pm. You must pick up the keys within these business hours.
 - b. Come prepared with a driver's license, your personal auto insurance policy, and a check for \$50.00
 - i. The Bouma Group will take a copy of both the driver's license and insurance
 - ii. The Bouma Group will destroy the \$50.00 check so long as the truck is returned in the condition it was upon pickup

3. A member of The Bouma Group will explain to you the following:
 - a. Damage policy
 - b. Ramp policy
 - c. Pickup/Dropoff rules

4. Receive keys
 - a. Record on contract which set of keys you are taking, pick up date, and scheduled return date

5. Take photo of truck from:
 - a. Front
 - b. Back
 - c. Side 1
 - d. Side 2

6. Email photos to staff@bouma.com **BEFORE DRIVING TRUCK.**
 - a. This is to prove the condition of the truck upon pickup. A member of The Bouma Group will check the truck upon dropoff to ensure that it is in identical condition that it was upon pick up.

7. Upon return, **DURING BUSINESS HOURS:** return keys to front desk attendant. **AFTER BUSINESS HOURS:** return keys to drop-box outside of The Bouma Group office.
 - a. A member of The Bouma Group Realtors will visit the truck upon drop off to ensure the truck is in identical condition that it was upon pick up.

BOUMA GROUP TRUCK CONTRACT

I/We, the undersigned (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, and that the use of the truck is limited to **Washtenaw County only**, unless otherwise agreed to in writing. There is no smoking, eating, or drinking allowed in the truck.

I/We agree to provide a current copy of a valid Driver's License and Automobile Insurance card for all individuals who will be operating the truck.

I/We understand that The Bouma Group will collect and HOLD a personal check in the amount of \$50 as assurance the truck will be returned clean (swept out, washing not necessary), with a full tank of gas (UNLEADED ONLY), and in the same condition as it was when received. If the truck is returned with a full tank of gas, the check will be returned or destroyed. If the truck is NOT returned with a full tank of gas, The Bouma Group will retain and cash the \$50 check.

I/We understand that we have been instructed to and **are required to** take a total of 4 photos of the truck from each side (front, back, side 1, side 2) and send to staff@bouma.com before leaving with the truck. I/We understand that this is for our own protection. A member of the Bouma Group will be visiting the truck after it is returned to ensure that there has been no change to the condition of the truck since it was dropped off.

I/We understand that a **FAILURE** to take pictures and send to staff@bouma.com will automatically put me/us at fault for any damage done to the truck.

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

I/We understand that if this truck is returned after 8:00am on the date it is due back that it will be reported stolen and a fine of \$50 per hour will be charged to me/us until it is returned. This may be waived if proper notification is provided.

I/We understand that the truck is to be picked up and returned to the parking lot of Fingerle Lumber, across the street from The Bouma Group, at the agreed upon time. The truck should be parked in the space with the Bouma Group Truck sign (next to the dumpster). Please return the key and gas receipt to the front desk or, if the office is closed, leave the key and gas receipt in the drop box on the side of The Bouma Group's office.

I/We, the undersigned, acknowledge that The Bouma Group has explained the proper directions to set up the ramp for The Bouma Group Truck. I/We understand that in order to properly set up the ramp, the ramp must be completely removed from the storage shelf and installed into the holes on the metal platform above.

Signature of Driver(s): _____

Pickup Date: _____ Return Date: _____

Truck Key Number: _____

IMPORTANT ITEMS TO NOTE

Before Driving Adjust the left/right mirrors. Familiarize yourself with all of the vehicle's instruments, how to operate the truck in inclement weather, and how to control the temperature.

Parking/Backing Avoid backing up whenever possible, but use a spotter to guide you if backing up is necessary. It is difficult to judge the correct distance using only the mirrors. Remember to always use the parking brake when leaving the vehicle unattended. The truck is approximately 15' long and 9500 lbs. gross weight.

Watch Overhead Clearances Beware of low overhangs, including gas stations, hotel canopies, bridges, tollbooths, and street signs. Avoid whenever possible. This vehicle is approximately ten feet, six inches tall (10'6").

Allow Greater Following Distances A loaded truck can take up to 9 times longer to stop (in distance and time) than a passenger vehicle. Please leave at least six vehicle lengths between you and the car in front of you. A collision would result in considerable damage and/or personal injury.

Secure All Cargo Make sure all materials in the truck are secure to avoid shifting while driving. You are responsible for bringing ropes, blankets, etc. as these are not provided with the truck.

Drive Safely Wear your seat belt at all times and obey all traffic laws and regulations while operating this truck. Drive slower and allow greater following distances than you would in a passenger vehicle. Use caution when changing lanes and entering/exiting highways.

Fuel This truck runs on UNLEADED FUEL ONLY. You are responsible for returning the truck with a full tank of gas and providing a receipt for the gas purchase.

Should you HAVE AN ACCIDENT, please call the police immediately, as insurance companies will require a police report when filing a claim. Notify your insurance company, and call The Bouma Group at 734-761-3060.