

# D&A AUTO BODY COURTESY RENTAL VEHICLE AGREEMENT

I certify that I am using this courtesy rental vehicle for replacement transportation while my vehicle is being repaired at D&A Auto Body. I understand that I am responsible for any physical damage to this vehicle while in my care, custody, and control. **I agree not to let any other person operate this courtesy vehicle without written permission from D&A Auto Body.**

It is understood that I have full liability and physical damage coverage on my vehicle that is being repaired at D&A Auto Body. Any liability or physical damage to this courtesy rental vehicle will be extended from my auto insurance policy, which will be primary over and above D&A Auto Body's insurance policy. It is further understood that I will hold D&A Auto Body harmless from any liability related to the operation of this vehicle while in my possession.

A D&A Auto Body representative will go over the physical condition of this courtesy rental vehicle with the insured before it leaves our facility. A separate inspection form will be signed by the insured and a D&A Auto Body representative at the time of issuance. Any physical damage present will be noted as well as the mileage and current gas level.

**All D&A Auto Body courtesy rental vehicles incur a \$1/day charge. The total rental charge fee will be collected at the time of completion of your vehicle repairs. A verified credit card on file is REQUIRED for all courtesy vehicle usage.**

D&A Auto Body mandates that you **DO NOT SMOKE and/or CARRY ANY PETS** in this vehicle while it is in your possession. By initialing next to this statement, I am in agreement that any evidence related to either the smell and/or physical presence of smoking inhalants (cigarettes, marijuana, e-cigarettes, etc.) and/or animal/pets will result in my credit card being charged the additional amount of **\$200.00** for the clean-up required to re-service the vehicle for future customers. Also, by signing below, I agree my credit card will be charged an additional **\$50.00** fee, in addition to the fuel cost, for failing to fill up the fuel tank upon the return of this vehicle to D&A Auto Body. Furthermore, I give D&A Auto Body permission to charge my credit card for any outstanding insurance deductibles that may apply to damages occurred while this courtesy rental vehicle while in my possession and for any traffic and/or parking violations related to this vehicle that have gone unpaid during the same time period. Upon the return of the vehicle, a D&A Auto Body representative will complete a thorough inspection to assess the physical condition of the vehicle and apply any charges to the credit card on file.

ALL D&A AUTO BODY VEHICLES NEED TO BE RETURNED WITHIN 24 HOURS AFTER WE INFORM YOU THAT YOUR VEHICLE REPAIRS ARE COMPLETE. FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL CHARGE OF **\$25.00 PER DAY** UNTIL THIS COURTESY RENTAL VEHICLE IS RETURNED.

This courtesy vehicle is to be kept within a 60 mile radius of the Kalamazoo-Portage, Michigan area. If, for any reason this vehicle goes outside the 60 mile radius, I understand I am responsible for all charges that may incur to return my courtesy rental vehicle to D&A Auto Body. Should there be any mechanical problems with this vehicle, within the 60 mile radius, please call our office at 269-323-1349. In the event that our office can't be reached, please call McDonald's at 269-342-0973 or Graham's at 269-329-4869.

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Dr. License #:** \_\_\_\_\_ **Auto Ins. Company:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_ \ **CVV:** \_\_\_\_\_

By signing the space below, I agree to the D & A Auto Body Courtesy Rental Vehicle Agreement as stated above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office Use:</b>				
RO #	Estimator:	Courtesy Vehicle #:		
Date Returned:	Check-In Mileage:	Fuel Full?:	YES	NO
Checked In By:	# of days in rental	Charges Incurred:		