

BMTM Loaner Vehicle Maintenance Agreement

In the event that major work is needed, **you will be responsible for the first \$150.00 if you call BMTM before the work is done.** **Any work that is done without approval will be done at your expense.** We recommend you find a garage or repair shop through a local church, Good Shepherd Baptist Missions 1-800-226-9391, or your support contacts. If repairs are necessary and have been approved by BMTM, you will be responsible for the first \$150.00. BMTM will pay the remainder. **If repairs are necessary due to driver negligence (such as driving while an oil light or temp engine light is on or a gauge is in the unacceptable range) you will be responsible for all repair cost. If a transmission is burnt up caused from driving the vehicle low on transmission fluid, you will be responsible for the transmission rebuild** – we will pay the extra to have a lifetime warranty put on the transmission when it is done.

You must understand the following: In order for BMTM to pay for any repair cost for a vehicle, **all of the following must be met.** (1.) Your payments must be up to date. – **No exceptions** (2.) Your vehicle maintenance records must be up to date with BMTM, including oil changes, tire rotations, and monthly reports turned in on time with your payment. – **No exceptions** (3.) Oil changes must be done with Valvoline Motor Oil in the required mileage increments and reported. – **No exceptions** (4.) You must contact BMTM prior to repairs being done. No repairs done and then reported later will be covered by BMTM. – **No exceptions**

Furthermore: Any part(s) that are/were replaced on a vehicle and the maintenance list was not followed, resulting in a lifetime warranty part being replaced by purchasing another part, the cost of the new part will not be covered by BMTM. We replace parts on our vehicles with lifetime warranty parts, when available, to help keep the cost down for us and those using the vehicle during future repairs. You may also be responsible for the cost of the lifetime warranty part that was replaced due to not following the proper procedures. – **No Exceptions**

BMTM has done everything possible to help cut the cost of taxes on repairs by educating those in the vehicles and supplying them with a tax exempt form. If you pay for a repair and do not get the tax deducted, you will be responsible for that portion of the bill. – **No exceptions**

Repairs must be done in a timely manner: meaning that repairs need to be taken care of as they come. It is understood by BMTM that a couple of repairs could come up at once, but going to a repair shop with a list of repairs that have accumulated over several weeks/months will not be covered. – **No exceptions**

Vehicles must be returned in the same shape that they went out in. A vehicle is not to be returned with repairs that are needed to be taken care of, unless prior arrangements have been made by verbal agreement between BMTM and the person leasing the vehicle. If an agreement has been made, then you will still be responsible for your \$150.00 portion of the repair. If no agreement, then you will be responsible for the full amount of the repairs after they are completed, including body work that is required. – **No exceptions**

Any vehicle coming back in that requires more than a simple vacuuming and interior cleaning will result in the person who leased the vehicle to pay for the full amount of having the vehicle detailed. The cost to have one shampooed and detailed for being excessively dirty will cost a minimum of \$225.00. We send our vehicles out the way we would like for them to be returned. Please help us by returning the favor. – **No exceptions**

Our vehicles have been thoroughly serviced by qualified mechanics; however, unforeseen problems are still possible. We have established our fees at a minimum level taking into consideration your expenses for routine maintenance (ex. Belts, oil, hoses, bulbs, oil changes, full cost of tires-if you travel a large number of miles, etc.) If you have any questions or if we can be of further service please feel free to contact us. It is our privilege to serve your transportation needs. Visit our web site at www.BMTM.org for updates and new information.

I agree to the above maintenance agreement and policies,

Signature of Primary User/ Date