

TEMPORARY LEASE REQUEST

This form is an agreement between a University of Michigan (U-M) department and U-M Logistics, Transportation & Parking (LTP) Fleet Services to lease a U-M vehicle on a temporary basis. A temporary lease is short term request for a vehicle typically longer than one month but less than one year.

Form Instructions:

- **Complete** each section on page 1 of this form
- Print and fax this form to (734) 763-1470 or email completed form to fleetrental@umich.edu

Lease Information

Type of vehicle _____ (sedan, small SUV, minivan, mid-size pick up, full size pick up, work van)

Lease Start Date and Time _____ Lease End Date _____

Shortcode _____ Parking Location(when not in use) _____

Vehicle use _____

Vehicle Usage Schedule (this is the days of the week and time each day you anticipate the vehicle being used)

Su _____ M _____ Tu _____ W _____ Th _____ F _____ Sa _____

Example... Su Open M 7:30a-5:30p Tu 7:30a-5:30p W 7:30a-5:30p Th 8a-12p F 7:30am-4p Sa 11a-3p

Operator Information

Operator Name(s) _____

Contact Information

Contact Name _____

Department _____

Campus Address _____

Phone # _____ Email _____

Administrative Authority

I authorize this request for a temporary lease for the dates outlined. In addition, I also authorize the lease to be billed to the departmental shortcode by service unit billing. I certify that the request is in compliance with all conditions imposed by the funding source and vehicle use policies established by LTP.

Name _____ Date _____

Title _____ Email _____

LTP use only

Date received _____ Approval _____ Vehicle assigned _____