

## NOTICE TO PROSPECTIVE BORROWER

We are pleased that you are able to use The Sandie Hea Community Moving Truck for your moving needs. It is available for a 24-hour period which can be extended with permission. Before we can confirm your reservation, you will need to drop off or mail a check for \$25 to hold your reservation. (see below). If we do not have your check and someone else requests the truck, you will be notified and given 24 hours to deliver your reservation fee to us. **No reservation will be secure until we receive the \$25 rental fee,** which will be forfeited if you cancel the reservation within 4 days of your scheduled pick up. Make the \$25 check payable to Sandie Hea and drop off at one of our offices or mail to 8081 Manchester Road, Brentwood, 63144.

Driver(s) must be at least 23 years of age with valid driver's license and insurance card. We will make copies of these items for our files. Bring a **\$100 CHECK at the time you pick up the truck** which is refundable when the truck is returned according to the Truck Return Policy. The \$25 rental fee is applied towards the premium on the \$5 million liability policy that The Sandie Hea Team carries on the truck. Your insurance is not likely to cover an accident that you have with the truck, which is why Sandie Hea carries such a large policy, but you are still responsible for the deductible of \$1000. You will walk around the truck to ascertain all the current damage and initial the attached documents. This truck does **not** belong to RE/MAX Results but is solely owned & operated by TruckinOn, LLC, Sandie Hea, Member.

### **\$25 fee can be dropped off at one of these locations:**

- \* 11819 Manchester Road at NE corner of Bopp in Des Peres
- \* 4850 Lemay Ferry Road between Butler Hill and Mattis in South County
- \* 4700 Hampton Avenue at Murdoch & Sulphur near Hampton Village
- \* 8081 Manchester Road at NW corner of Hanley in Brentwood (Physical truck location)

All offices are open and staffed Monday through Friday from 8:30 until 5 p.m. The Brentwood office is open and staffed on the weekend from 9 until 4. If you need use of the truck prior to the office opening, we suggest you check out the truck the afternoon prior if no one else is using it, get the keys and come back the next morning. If you plan to park the truck overnight in your neighborhood, please be sure it doesn't violate any covenants because the ticket received will be your responsibility.

When you bring the truck back in, it will be checked out by someone on Sandie's team in the next 24-48 hours. If anything is missing or damaged, you will get a phone call. If you don't hear anything, all is well and we will shred your \$100 check after 30 days. We hold it in the event of a red-light camera ticket or parking ticket.

# The Sandie Hea Team Community Moving Truck

## DAY OF CHECK OUT Borrower's Checklist

- Fill out the **Release & Agreement**
- Receptionist will need a copy of your **driver's license** and **CURRENT insurance card**
- Deliver **\$100 Check** to receptionist and she will initial your form showing she received it
- **Review 3 ring binder** photos of truck and walk around the truck assessing current damage. If you find damage that doesn't appear in the photographs, **please note it on the bottom of your Release Form.** **Initial** form stating you have reviewed physical damage on the truck.
- **Unlock** roll up door and verify the 12 blankets are neatly folded in 4 stacks of 3 each with folded edge facing you and 2 dollies are secured to the walls. The blankets are folded specifically like this for quick counting.
- **Record** mileage and fuel level and **initial** ALL appropriate highlighted spaces on the form.
- **Sign** bottom of each form and return to front desk. Front desk will give you a copy of the completed form.
- Gas costs will be computed at 60 cents a mile and collected from your deposit if you do not fill it up.

**BOTH SIDES & ALL ITEMS IN YELLOW MUST BE COMPLETED**

Truckin' On, LLC

**The Sandie Hea Team 314-951-1908  
Release & Agreement (2 pages)**

I, \_\_\_\_\_ (hereinafter known as the borrower), personally came and appeared and do release and forever hold harmless **Sandie Hea and The Sandie Hea Team and RE/MAX Results**, 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 Hea Team 2003 Ford E350 Moving Van.

I/We understand that the van is to be returned full (or at the same level as received) of fuel (Unleaded only), clean, and in the same condition as it was when received. The van is to be picked up and returned to the parking lot of RE/MAX Results at 8081 Manchester Road, Brentwood, MO 63144, at the below agreed upon time. Use of the truck is limited to a 50 mile radius of RE/MAX Results, 8081 Manchester Road, Brentwood, MO 63144.

To be picked up Date \_\_\_\_\_ Time \_\_\_\_\_ Mileage OUT \_\_\_\_\_

To be returned: Date \_\_\_\_\_ Time \_\_\_\_\_ Mileage IN \_\_\_\_\_

The Sandie Hea Team keeps a \$5 Million Liability Policy in force and since your auto insurance policy will not cover the rental of the truck we ask for a fee to offset this:

\$25 (Per 24-Hour Period) Service Fee Received on (date) \_\_\_\_\_ by \_\_\_\_\_

\$100 Deposit Received on (date) \_\_\_\_\_ by \_\_\_\_\_

Full Name of **Borrower**: \_\_\_\_\_

Address of Borrower: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Full Name of **Driver**: \_\_\_\_\_

Address of Driver: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

I have reviewed the physical damage on the truck \_\_\_\_\_ (initial here) and will return it without additional damage.

**Initial** the following: Clean \_\_\_\_\_ 12 blankets folded \_\_\_\_\_ 2 dollies \_\_\_\_\_ FUEL F+ F 7/8 3/4

I agree to provide a copy of a valid Drivers License and proof of current Auto Insurance Card for all persons who will be operating the truck. I agree to allow Sandie Hea to secure a copy of my driving record at her discretion in conjunction with this agreement. \_\_\_\_\_ (initials)

I understand that any and all drivers must be at least 23 years of age. I understand that use is limited to a 24-hour period unless otherwise agreed upon, and to a 50-mile radius of Brentwood, MO. I am leaving a \$100 cash deposit with this agreement, which will be returned to me when I return the van according to the Truck Return Policy. I have received a copy of the Truck Return Policy and agree to abide by this \_\_\_\_\_ (Initials)

By my signature, I agree that if I should have an accident with the van and am found at fault, all damages to the van, damage to 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 Hea Team moving van insurance policy, plus forfeit my \$100 deposit.

Signature of Borrower(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
The Sandie Hea Team representative

**Truckin' On, LLC**  
**The Sandie Hea Team 314-951-1908**  
**Release & Agreement (continued)**

Please check:

I am comfortable operating a truck of this size, weight, and type (22 feet long, 14,000 pounds)

Traveling FROM address: \_\_\_\_\_

Traveling TO address: \_\_\_\_\_

Furthest point the truck will travel: \_\_\_\_\_  
(City)

Approximate Mileage: \_\_\_\_\_

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 is 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.

*The Ford E350 is 22' Long*

3. **Watch Overhead Clearances:** Beware of low overhangs, such as gas stations, hotel canopies, bridges, toll booths, and street signs. Please do not drive through restaurants, hotels, banks, canopies, or other drive-throughs.

*The Ford E350 is 10'4" Tall*

4. **Allow Greater Following Distance:** A loaded truck can take 9 times as long in time and distance to stop than a passenger car does. Please leave at least five-six vehicle lengths between you and the car in front of you. At approximately 14,000 pounds, a collision will result in considerable damage and/or personal injury.
5. **Secure All Cargo:** Make sure all materials in the van are secured to avoid shifting while driving.
6. **Equipment:** There are 12 moving blankets and a 4-wheeled dolly in the van. We ask that you keep close tabs on all equipment provided with the truck so that it is available for future borrowers.
7. **Drive Safely:** Please wear your seatbelt at all times while operating the van and always obey all traffic laws and regulations. Remember to drive a little more slowly than you would in a car and you should avoid passing. Use CAUTION when changing lanes and entering/exiting the highways.
8. **Unleaded Fuel:** The moving truck runs on **Unleaded Fuel only**. *NOTE: Severe damage will result from putting any other gasoline in the fuel tank.*
9. **This is a non-smoking vehicle.** Please do not smoke in the vehicle.

**\*If you should have an accident, please call the police right away—insurance companies will require a police report when filing a claim. Please notify your insurance agent. Please call Sandie Hea at 314-378-2387**

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
The Sandie Hea Team Representative

## TRUCK RETURN POLICY

### WE WANT TO GIVE ALL YOUR DEPOSIT BACK, HOWEVER...

Truck must be pulled into the “Reserved for Sandie Hea Moving Truck” space **DO NOT BACK IN!**  
**Deduct \$20 if not properly parked**

- Truck cargo area & cab must be swept out **Deduct \$20 if not swept out**
- 12 blankets folded in 4 square stacks of 3 folded edge facing the door **Deduct \$40 if not folded in bin**
- 2 appliance dollies/hand trucks strapped to the wall **Deduct \$20 if not strapped down**
- The lock attached to roll up door **Deduct \$40 if not attached**
- Cab cleaned out of any personal belongings **Deduct \$20 if not clean**
- Gas tank filled-Provide your receipt & note ENDING MILEAGE **Deduct \$.60/mi if not filled**
- Windows completely rolled up **Deduct \$20 if not rolled up**
- Doors locked and keys dropped off with receipt **Deduct \$20 if not locked**

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If office is closed, drop off the keys in the mailbox on the wall in the alcove by the dentist office and call or text to let us know you dropped off the truck (314-378-2387... 24 hours).

We will notify you that your \$100 check is being cashed and only a portion of it will be returned.

**Please keep in mind we are not a truck rental agency nor do we operate as such. This is a service *The Sandie Hea Team* offers to our clients first, charities second and the community third.**