

**UNIVERSITY OF MINNESOTA**  
**Fleet Services**

**VEHICLE LEASE**  
**Memorandum of Agreement**

Leasing Department

Vehicle

|  |                             |                              |
|--|-----------------------------|------------------------------|
| Serial No.                               | Plate Number                | ID No.                       |
| Monthly Period Charge \$                 | Mileage Fee \$0.            | Monthly Insurance Fee \$ .00 |
| Anticipated Annual Mileage 0-5,000 miles | Est. Lease Period 1-7 years |                              |

This is an agreement between the above-referenced department (LESSEE) and the Department of Fleet Services (LESSOR) to lease the above-identified vehicle.

**Charges:** The Lessee will be billed the following charges monthly.

- Period Charge
- Insurance
- Mileage
  - ONLY charged to Twin Cities Campus-based vehicles; pays for maintenance and repair (excluding repairs resulting from accidents, driver abuse, negligence or excessive wear and tear)
- Fuel:
  - LESSEE is to purchase fuel from University fuel pumps whenever possible using a fuel key provided by LESSOR.
  - LESSOR will provide LESSEE a fuel credit card for purchases if travel away from the Twin Cities Campus is expected.

**LESSEE understands that the Monthly Period charge and the mileage fee (if applicable) may be adjusted with notice, usually at the beginning of the University’s fiscal year.**

**Lease Term:** Once FLEET SERVICES has ordered the new vehicle for the LESSEE per their submitted New Vehicle Request Form, the LESSEE is committed to the terms of the lease. The LESSEE has 14 days after initial notification that the lease vehicle is ready to be picked up. After 14 days, the LESSEE will be billed the Monthly Period Charge. The minimum term is one year. LESSEE may return the vehicle any time after one year, but must give the LESSOR thirty (30) days’ written notice first. Otherwise, LESSEE may be charged for up to thirty (30) days’ Monthly Period Charge from the date of notification to the LESSOR.

**Maintenance:** It is the LESSEE’S responsibility to address non-routine maintenance (check engine or tire lights etc), by scheduling needed service with Fleet Services. **Non -routine maintenance not addressed in a timely manner will be considered neglect and not covered under the lease agreement.** All non-emergency maintenance on Twin Cities Campus-based vehicles is to be handled by the Fleet Services maintenance facility. In the case of a breakdown outside the Twin Cities, LESSOR will provide assistance to repair the vehicle. LESSOR will not be responsible for a replacement vehicle or for loss of time due to a breakdown outside the Twin Cities.

**Accidents:** Accidents must be reported to Fleet Services within two business days. LESSEE will pay the full cost of repair if damage is caused by an accident not properly reported to Fleet Services, driver abuse, negligence or excessive wear and tear, and/or if repairs are not completed within 6 months.

**Courtesy Vehicles:** LESSOR is not responsible for providing a comparable type, make, model or similar sized vehicle under this Lease Agreement. LESSOR will provide Twin Cities Campus-based LESSEES a replacement vehicle when needed at no additional charge unless deemed that the departmental approved driver’s damage to said vehicle was **preventable**.

\_\_\_\_\_  
 Authorized Fleet Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Departmental Representative

\_\_\_\_\_  
 Date