VEHICLE DROP-OFF, AUTOMOTIVE SERVICE PROFESSIONAL DISCLOSURE,

AND UNAUTHORIZED HOLDOVER STORAGE AGREEMENT

Three-party agreement for the facility, independent Automotive Service Professional / Auto Tech, and registered vehicle owner

IMPORTANT: Complete and sign this agreement before a customer vehicle is admitted for work by an independent Automotive Service Professional, Auto Tech, or renter. This agreement does not replace a lawful repair estimate, waiver of estimate, final invoice, rental agreement, or other document required by Michigan law.

1. FACILITY INFORMATION

Legal facility name: _____ **Doing-business-as name:** _____

Street address: _____ **City / state / ZIP:** _____

Main telephone: _____ **Email:** _____ **After-hours contact:** _____

2. INDEPENDENT AUTOMOTIVE SERVICE PROFESSIONAL / AUTO TECH

Renter / Auto Tech name: _____ **Business name:** _____

Address: _____ **Telephone:** _____ **Email:** _____

Michigan mechanic certificate no. / categories: _____ **Repair-facility registration no., if applicable:** _____

Insurance carrier: _____ **Policy no.:** _____ **Expiration:** _____

3. VEHICLE OWNER / CUSTOMER

Registered owner name: _____ **Driver license / ID verified by:** _____

Address: _____ **City / state / ZIP:** _____

Primary phone: _____ **Alternate phone:** _____ **Email:** _____

Emergency contact: _____ **Relationship:** _____ **Phone:** _____

4. VEHICLE AND INTAKE RECORD

Year: _____ **Make:** _____ **Model:** _____ **Color:** _____

VIN: _____ **Plate / state:** _____ **Mileage:** _____

[ ]	**Proof reviewed:** [ ] Registration [ ] Title [ ] Owner authorization [ ] Government ID
[ ]	**Keys received:** [ ] Ignition [ ] Remote [ ] Wheel lock [ ] Other: _____
[ ]	**Vehicle condition:** [ ] Operable [ ] Inoperable [ ] Disassembled [ ] Tow required [ ] Existing damage documented

Intake photos / condition report reference: _____

5. AUTHORIZED WORKSPACE PERIOD AND REMOVAL DEADLINE

Vehicle arrival date / time: _____ **Bay / booth / area:** _____

Renter reservation begins: _____ **Renter reservation ends:** _____

Vehicle must be removed no later than: _____ **Written extension, if approved:** _____

The renter and vehicle owner acknowledge that the vehicle has not been accepted for unlimited or indefinite storage. Any extension must be approved in writing by the facility before the removal deadline.

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6. INDEPENDENT AUTOMOTIVE SERVICE PROFESSIONAL AND PAYMENT DISCLOSURE

The vehicle owner acknowledges that the Automotive Service Professional, Auto Tech, or renter identified in this agreement operates as an independent business and is not an employee, partner, representative, joint venturer, or agent of the facility. The facility provides workspace, equipment, or related access to that person but is not a party to the repair agreement between the vehicle owner and renter unless the facility separately agrees in a signed writing.

All repair estimates, deposits, payments, refunds, warranties, repair promises, parts orders, completion dates, and repair communications are solely between the vehicle owner and renter. Money paid directly to the renter is not payment to the facility. The facility does not receive, control, insure, guarantee, or refund money paid directly to the renter.

[ ]	The vehicle owner has received the Auto Tech's separate written estimate or lawful waiver of estimate.
[ ]	The Auto Tech or renter, and not the facility, received or will receive the customer repair deposit.
[ ]	The Auto Tech's receipt or repair agreement clearly identifies the independent business and contact information.
[ ]	The facility has made no guarantee about the renter's work, price, schedule, warranty, or refund obligations.

7. RENTER RESPONSIBILITIES

The renter accepts primary responsibility for the vehicle while it is present because of the renter's reservation or repair agreement. The renter shall:

[ ]	Maintain regular communication with the vehicle owner and facility regarding repair status and delays.
[ ]	Perform only properly authorized work and comply with applicable mechanic-certification, repair-facility, safety, environmental, estimate, invoice, and recordkeeping requirements.
[ ]	Secure the vehicle and keys, protect it from unauthorized access, and promptly report damage, loss, spill, injury, or other incident.
[ ]	Never leave the vehicle at the facility beyond the approved removal deadline without a written extension.
[ ]	Immediately notify the facility and vehicle owner if the renter cannot begin, continue, or complete the work.
[ ]	Arrange lawful removal, reassembly, safe transport, or towing when the vehicle cannot be driven away by the deadline.
[ ]	Remain responsible for the renter's customer deposit, refund, repair promise, parts, invoices, and communications.

A renter who fails to appear, stops communicating, loses access privileges, or fails to continue authorized work does not transfer the repair contract or deposit obligation to the facility.

8. UNAUTHORIZED HOLDOVER VEHICLE

A vehicle remaining after the authorized removal deadline without a written facility-approved extension is an **Unauthorized Holdover Vehicle**. The facility may stop work, restrict access to the vehicle or work area for safety and security, require the renter to remove the vehicle, and notify the registered owner to retrieve it.

The facility's decision to contact the owner, permit retrieval, assist with access, move the vehicle within the premises, or arrange lawful towing does not make the facility responsible for completing the repair, returning the renter's deposit, resolving a repair dispute, supplying missing parts, or making the vehicle operable.

9. STORAGE NOTICE AND CHARGES

Storage charges will not begin until the facility gives the specific written notice required by applicable law. The notice must identify the vehicle, daily rate, effective date and time, removal deadline, responsible party, and consequences of failing to retrieve the vehicle. Charges will not be backdated before the stated effective time.

Written storage notice date / time: _____ **Storage charge begins date / time:** _____

Agreed daily storage rate: _____ **Grace period, if any:** _____ **Maximum agreed period:** _____

[ ]	**Storage responsibility:** [ ] Renter primarily responsible [ ] Vehicle owner responsible
[ ]	[ ] Renter and vehicle owner agree to joint responsibility to the extent permitted by Michigan law.
[ ]	[ ] Other written allocation: _____

Storage charges will not be imposed where prohibited by applicable law, including when a vehicle remains solely because of a qualifying unresolved dispute concerning repairs or charges for which storage cannot legally be assessed.

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10. NOTICE METHODS AND CONTACT INFORMATION

The parties authorize notices under this agreement to be sent using the contact information they provided. Each party must promptly report any change. The facility may use more than one method and will retain delivery records.

[ ]	**Owner notice method:** [ ] Personal delivery [ ] Email [ ] Text [ ] Certified mail [ ] Other: _____
[ ]	**Renter notice method:** [ ] Personal delivery [ ] Email [ ] Text [ ] Certified mail [ ] Other: _____
[ ]	**Owner preferred address / number:** _____
[ ]	**Renter preferred address / number:** _____

NOTICE AND COMMUNICATION LOG

Date / time	To whom	Method / destination	Message / deadline given	Delivery result	Staff initials

11. VEHICLE RETRIEVAL AND CONDITION

The registered owner may request retrieval during approved facility hours, subject to proof of ownership, safety requirements, lawful liens, and the physical condition of the vehicle. If the vehicle is disassembled, elevated, immobilized, unsafe to operate, or missing required components, retrieval may require reassembly or an appropriately equipped towing company. No person may operate, lower, move, or recover a vehicle in an unsafe manner.

The renter must accurately disclose the vehicle's condition, work performed, removed parts, missing components, and whether towing is required. The facility may photograph the vehicle and require a condition acknowledgment at release.

[ ]	**Release condition:** [ ] Operable [ ] Inoperable [ ] Disassembled [ ] Unsafe to drive [ ] Tow required
[ ]	**Release to:** [ ] Registered owner [ ] Owner-authorized person [ ] Authorized towing company

12. TOWING, REMOVAL, AND LEGAL PROCESS

If the vehicle is not removed by the deadline stated in written notice, the facility may arrange removal through an authorized towing company, contact law enforcement, or use another process permitted by Michigan law. The owner and renter are responsible for lawful towing, storage, administrative, and related charges to the extent allowed by law and this agreement.

The facility may not automatically sell, dismantle, dispose of, claim ownership of, or transfer title to the vehicle. Any lien, foreclosure, sale, abandoned-vehicle report, or title process must strictly follow the applicable Michigan procedure, required notices, deadlines, and documentation.

Authorized tow company / contact: _____

Law-enforcement / report reference: _____

13. RENTER INDEMNIFICATION

To the fullest extent permitted by Michigan law, the renter shall defend, indemnify, and hold harmless the facility and its owners, employees, and agents from third-party claims, losses, costs, penalties, chargebacks, towing expenses, storage expenses, and reasonable attorney fees arising from the renter's repair agreement, customer deposit, failure to perform work, failure to communicate, unauthorized possession of a vehicle, violation of law, or failure to remove the vehicle. This provision does not release the facility from responsibility for its own conduct where responsibility cannot lawfully be waived.

14. DAMAGE, PERSONAL PROPERTY, AND SECURITY

The owner shall remove cash, weapons, medicine, documents, and other valuables not needed for service. Personal property left in the vehicle must be inventoried when reasonably practical. The facility and renter shall promptly document reported damage, theft, missing property, or unauthorized access. Nothing in this agreement waives a claim that cannot legally be waived.

Personal property / valuables noted: _____

Existing damage / security notes: _____

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15. REQUIRED DOCUMENTS AND ATTACHMENTS

[ ]	[ ] Vehicle registration / ownership verification
[ ]	[ ] Government-issued identification verification
[ ]	[ ] Intake photographs and condition report
[ ]	[ ] Renter's repair estimate or lawful waiver of estimate
[ ]	[ ] Renter's deposit receipt / repair agreement
[ ]	[ ] Renter's state mechanic certification / facility registration documentation, if applicable
[ ]	[ ] Insurance certificate
[ ]	[ ] Written extension, storage notice, delivery records, tow record, or release record, if later created

16. GENERAL TERMS

Term	Agreement
Entire agreement	This document and its identified attachments contain the agreement concerning vehicle presence, storage, and holdover responsibilities. It does not merge the separate repair contract or facility rental agreement.
Changes	Any extension, storage-rate change, allocation of responsibility, or other amendment must be written and signed or otherwise documented in a legally enforceable manner.
No waiver of law	Nothing in this agreement waives a nonwaivable right, authorizes an unlawful lien or disposal, or permits conduct prohibited by Michigan law.
Severability	If a provision is unenforceable, the remaining provisions remain effective to the extent permitted by law.
Governing law	Michigan law governs this agreement. Venue shall be in a court with proper jurisdiction unless another enforceable written agreement applies.
Electronic copies	Signatures and copies transmitted electronically may be retained as business records to the extent permitted by law.

17. ACKNOWLEDGMENTS AND SIGNATURES

Vehicle owner: I have read this agreement, received an opportunity to ask questions, understand that the Automotive Service Professional, Auto Tech, or renter is independent from the facility, and understand the vehicle-removal deadline, notice process, and agreed storage provisions.

Vehicle owner - printed name: _____ **Signature:** _____ **Date / time:** _____

Automotive Service Professional / Auto Tech: I accept the responsibilities stated in this agreement, including responsibility for my customer relationship, deposit, repair work, communications, vehicle security, timely removal, and applicable storage or towing charges.

Auto Tech / renter - printed name: _____ **Signature:** _____ **Date / time:** _____

Facility: The facility acknowledges receipt of the completed agreement and identifies the approved vehicle-presence period. This signature does not make the facility a party to the renter's repair agreement.

Facility representative - printed name: _____ **Signature:** _____ **Date / time:** _____

If the signer for the vehicle owner is not the registered owner:

Authorized signer name: _____ **Relationship / authority:** _____ **Proof attached:** _____

FINAL FACILITY REVIEW

[ ]	All three parties signed before vehicle admission.
[ ]	Vehicle ownership, renter identity, repair paperwork, removal deadline, and contact methods were verified.
[ ]	A completed copy was provided to the owner and renter.

Michigan legal review recommended before use. Michigan repair-facility and garage-keeper procedures contain registration, notice, documentation, deadline, and lien requirements. Customize this template to the facility's licensing, insurance, towing arrangements, and rental agreement.