



# CAR RENTAL AGREEMENT

**SUVAD TRANSPORT AND TOUR LTD.**  
 P. O. Box N 21  
 SPINTEX, ACCRA  
 Phone: +233 204644000/ +233 262884000  
 Email: [suttlegh@gmail.com](mailto:suttlegh@gmail.com)

Vehicle Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_ PO B  
 Vehicle In: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Odometer: Out \_\_\_\_\_ In \_\_\_\_\_  
 Destination: \_\_\_\_\_  
 Chauffeur Driven [ ] Self Drive [ ]

**PLEASE READ TERMS CAREFULLY, BY PENDING YOUR SIGNATURE YOU AGREE TO ALL TERMS AND CONDITIONS UNDER THIS AGREEMENT**

Renter's Name: \_\_\_\_\_  
 Date Of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Employer/Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \ \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ Expiry date: \_\_\_\_\_  
**GUARANTOR/WITNESS**  
 Guarantor's Name: \_\_\_\_\_  
 Date Of Birth \_\_\_\_\_ Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
 Expiry date: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Contact # \_\_\_\_\_

**RENTAL Charge:Ghc/\$\_\_\_\_\_ /day**  
 Car model: \_\_\_\_\_  
 Car Type: \_\_\_\_\_  
 License # \_\_\_\_\_  
**FUEL:** Full [ ] 3/4 [ ] 1/2 [ ] 1/4 [ ]  
 Renter agrees to fuel tank as indicated. Failure to fill tank to this level will incur a charge of \$25 per quarter tank, not to exceed \$100 for fill-up. Acceptance Initials: \_\_\_\_\_  
**KEYS:** Loss/lockout is renter's responsibility.  
 Call Suvad on 0204644000 immediately

**IN THE CASE OF A SELF DRIVE, THE FOLLOWING TERMS AND CONDITIONS APPLY**

- 1) We'd take possession of your travel passport(s), copy of your driver's license, proof of your residence and a refundable deposit of \$1000 in lure of damage to the vehicle. The deposit shall be returned in full when the vehicle is returned in same condition it was picked
- 2) The vehicle must be returned to SUVAD in the same state and condition it was picked from us, any defects on the vehicle(s) will be fixed by SUVAD and billed to client. Please call SUVAD immediately you experience or detect anything unusual on the vehicle for onward directives. You are not supposed to work on any vehicle without directives from SUVAD.
- 3) Vehicle must be returned clean (no garbage). If returned dirty, a \$10 charge or its equivalence in Ghana Cedis
- 4) NO SMOKING IN THE VEHICLE
- 5) Renter is responsible for checking all water/oil levels and gauges e.g, oil, water etc in the vehicle consistently while in your possession. If engine fails due to non maintenance of vehicle fluid levels, the renter will be liable for all expenses to return the vehicle to its original condition.
- 6) In the event of an accident, Renter will pay the daily charge of the rental as agreed in this contract whiles the vehicle is undergoing repair works. Thus for all the days that the vehicle is being repaired, the Renter will pay for each day until the vehicle is returned to SUVAD in the condition and state it was delivered to the Renter. We would commence Insurance procedures and money spent on repairs re-inbursed by the insurance company to client. Please inform the police and SUVAD immediately an accident occurs.
- 7) Please keep your eyes on the vehicle dashboard to esily and immediately identify any unusual signals and inform SUVAD immediately. Please do not continue your journey until you get directives from SUVAD. Any act of negligence would make the Renter liable for any damages to our vehicle(s).
- 8) Vehicle to be returned to specified location by date and time specified. There is no grace period on vehicle return time. Any vehicle returned after the indicated return time will attract a charge of \$20 or its equivalence in Ghana Cedis per every extra hour.
- 9) Only persons listed on the agreement with a recognized driver's license or otherwise authorized by the laws of Ghana and above the age of Eighteen (18yrs) may drive this vehicle. Renter will be liable for all collision damage to the vehicle or persons if he allows an unqualified person to drive. You are responsible for the total cost of repair or possible replacement of the car (whichever is applicable).
- 10) In the event a client extends usage of the vehicle beyond the stated period on this form just by way of a phone call or any other means, it must be noted that the terms covering this rental is still binding on the Renter notwithstanding the fact that the extension might not be explicitly stated here on the form.
- 11) These terms and the ones listed behind this page, covers the entire rental agreement. Please read both pages

**DECLARATION:** I have inspected the vehicle thoroughly and it is in good shape. The following damages or dents were identified

.....  
 I declare that the informations given on this form are true and there is no malice or untruth. I have read all the terms on both pages and would oblige by the terms in this agreement and failure to adhere to it will attract all charges required.

Renter (Name&Sign) \_\_\_\_\_ Witness (Name&Sign) \_\_\_\_\_

For SUVAD transport and Tour Ltd.(Name&Sign)\_\_\_\_\_

RENTAL AGREEMENT TERMS AND CONDITIONS (Page 2)

1. **DEFINITIONS.** "Agreement" means all terms and conditions found on both sides of this form, any addenda or any additional materials we provide at the time of rental or during the period of rental. Renter refers to the individual(s), organization or any person who comes forth to rent the vehicle either on behalf of him/her, of another individual, an organization/institution etc. "You" or "your" means the person identified as the renter on Page 1, any person signing this agreement, any authorized Driver and any person or organization to whom charges are billed by us on the renter's direction. All persons referred to as "you" or "your" are jointly and severally bound by this agreement. "We," "our" or "us" means Suvad Transport and Tour Ltd identified on Page 1. "Authorized Driver" means you, any additional driver approved by us and listed by us on this agreement, and any other driver authorized by the laws of Ghana provided that person has a valid driver's license and, unless the laws of Ghana requires otherwise, is at least twenty (18) years of age. "Vehicle" means the automobile identified in this agreement and any substitute, and all its tires, tools, accessories, keys, equipment and vehicle documents. "Physical damage" means all damage to, or loss of the Vehicle caused by collision or upset, theft; it does not include damage to, or loss of the Vehicle due to vandalism, act of nature, riot or civil disturbance, hail, flood, or fire. "Loss of use" means the amount calculated by multiplying the number of days/weeks/months from the date of damages to the Vehicle until it is repaired times the corresponding periodic rental rate, unless otherwise provided by law.
2. **RENTAL.** This agreement is a contract for the rental of the Vehicle. WE MAKE NO WARRANTIES, EXPRESS, IMPLIED OR APPARENT REGARDING THE VEHICLE, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR THAT THE VEHICLE IS FIT FOR A PARTICULAR PURPOSE. We may repossess the Vehicle at your expense without notice to you, if the Vehicle is abandoned or used in violation of law or this agreement. You waive all recourse against us for any criminal reports or prosecutions that we take against you that arise out of your breach of this agreement.
3. **CONDITION AND RETURN OF VEHICLE.** You must return the Vehicle to our rental office or other location we specify, on the date and time specified in this agreement, and in the same condition that you received it, except for ordinary wear. Service to the Vehicle or replacement of parts or accessories during the rental must have our prior approval. Any form of alteration or repair works should not be carried out until directions or instructions from SUVAD. Repairs or alterations will be at SUVAD's preferred garages. You will check and maintain all fluid levels including the brake fluid level in the master cylinder.
4. **RESPONSIBILITY FOR DAMAGE OR LOSS; REPORTING TO POLICE.** You are responsible for all damage to or loss of the Vehicle, loss of use of the Vehicle while it is being repaired, diminution of the Vehicle's value caused by damage to it or repair of it, missing equipment, and all administrative costs we incur due to damage to, or loss of, the Vehicle regardless of whether or not you are at fault, unless this responsibility is otherwise limited by law. You must report all accidents or incidents of theft and vandalism to the police as soon as you discover them. You must report all accidents involving the vehicle to us and to the police immediately.
5. **CHARGES.** You will pay us on demand for all charges due under this Agreement that are allowed by law, including, but not limited to: (1) time and usage for the period during which you keep the Vehicle; (b) charges for optional services, if you elect to purchase any; (c) applicable sales use and other taxes; (d) loss of, or damage to the Vehicle, which is included in the cost of repair of the retail value of the Vehicle based on valuation methods accepted by the auto insurance industry on the date of the loss if the Vehicle is not repairable, plus loss of use, diminution of the Vehicle's value caused by damage to it or repair to it, and our administrative fees incurred for processing the claim; (e) all fines, penalties, forfeitures, court costs, towing charges and other expenses involving the Vehicle assessed against us or the Vehicle during your rental, unless these expenses are our fault; (f) all expenses we incur in locating and recovering the Vehicle if you fail to return it or we elect to repossess the Vehicle under the terms of this Agreement; (g) all costs, including pre and post judgment attorney fees, we incur collecting payment from you or otherwise enforcing our rights under this agreement; (h) a 10% late payment fee or the highest amount allowed by law, if lower, on all amounts past due; (i) 2% per month interest, or the maximum amount allowed by the laws of the country where the Vehicle is rented, for monies due but not paid upon return of the Vehicle; (j) Fifty dollars (\$50.00) plus \$5.00 per five kilometers between the renting location and place where the vehicle is returned or abandoned, plus any additional recovery expenses we incur, and (k) Twenty Five dollars (\$25.00) or the maximum amount permitted by law, whichever is greater if you pay us with a check backed by insufficient funds.
6. **DEPOSIT.** We may use your deposit to pay any amounts owed to us under this agreement.
7. **YOUR PROPERTY.** You release us, our agents and employees from all claims for loss of, or damage to, your personal property or that of any other person, that we received, handled or stored, or that was left or carried in or on the Vehicle or in any service vehicle or in our offices, whether or not the loss or damage was caused by our negligence or was otherwise our responsibility.
8. **BREACH OF AGREEMENT.** If you breach this agreement, you will be liable for all damage to, or loss of, the Vehicle caused by your breach, unless otherwise provided by law.
9. **MODIFICATIONS.** No term of this agreement can be waived or modified except by writing that we have signed. If you wish to extend the rental period, you must return the Vehicle to our rental office for inspection and written amendment by us of the due in date or time.
10. **MISCELLANEOUS.** No waiver by us of any breach of this Agreement will constitute a waiver of any additional breach or waiver of the performance of your obligations under this agreement. Unless prohibited by law, you release us from any liability for consequential special or punitive damages in connection with this rental or the reservation of a vehicle. If any provision of this Agreement is deemed void or unenforceable, the remaining provisions are valid and enforceable. This agreement constitutes the entire Agreement between you and us. All prior representations and agreements between you and us are merged into this agreement.
11. Broken glass, unless caused by an actual accident with another vehicle at fault, is the responsibility of the renter.
12. **RENTAL AGREEMENT VIOLATIONS.** You agree to properly operate this vehicle. If any of the following acts are committed, any coverage provided to you will be voided: (a) Operation of the Vehicle by an unauthorized driver; (b) Violation of any provision of this Agreement while operating the Vehicle; (c) Driving while intoxicated or under the influence of drugs, alcohol or other substances which would impair driving ability; (d) Reckless driving of the Vehicle to include, among other things, off regularly maintained roadways, to carry hazardous or explosive substances, to carry hazardous waste of any kind, to transport weight in excess of the vehicle's maximum payload capacity, where insufficient clearance or height or width exists, improper loading; (e) Transporting more passengers than number of seat belts or transporting passengers outside of the passenger compartment; (f) Using the Vehicle to participate or act or assist in any activity that violates any law, rule, or regulation; (g) Using vehicle to carry persons or property for hire; (h) Using Vehicle to engage in an organized or any other speed contest; (f) Using Vehicle to tow or push any other vehicle, trailer or other object; (j) Operation of Vehicle by person who has used false or misleading information to obtain the Vehicle; (k) Operating the Vehicle outside the country Ghana (l) Leave the Vehicle and fail to remove the keys or close and lock all doors, windows, and the trunk and the vehicle is stolen.

**THANK YOU FOR CHOOSING SUVAD TRANSPORT AND TOUR LTD**