

## Notes on vehicle return for drivers / fleet managers

To enable the vehicle to be handed back quickly and at the lowest possible cost to all parties involved, please note the following brief but important instructions:

### Basics

- Clean the vehicle interior and exterior before return (see also page 2 of the “Instructions for returning your vehicle”).
- Return the following items which accompany the vehicle:
  - second key and any emergency key
  - registration certificate
  - vehicle documents (operating manual, service booklet, exhaust gas certificate)
  - accessories, e.g. loading space cover and any navigation CDs; extra seats
- Did you use any of the following items?
  - a second set of tyres / wheels
  - fuel card(s)
  - service cardPlease leave these in vehicle for return (see also page 2 of the “Instructions for returning your vehicle”).
- Sign the return report

### Damage

- **Important: before the leasing contract expires**, report all bodywork damage and damage covered by partially comprehensive insurance, including windscreen damage, to the insurance company concerned (see also page 3 of the “Instructions for returning your vehicle”).
- Use the claim form to report damage. Notify the relevant claim reference to Interleasing. The driver or company which has leased the vehicle is at liberty to arrange for any damage to be professionally repaired at his/its own expense before returning the vehicle.

### Consequences in account of the leasing client

Interleasing charges for:

- accessories listed in the contract but not returned
- second set of wheels / tyres (summer or winter) included in the contract but not returned
- tyres with a tread depth of less than 4 mm
- exterior and interior cleaning of the vehicle if not executed before return
- removal of vehicle signage and polishing up the paint
- all bodywork damage and partially comprehensive damage, including the windscreens, if the insurance declines cover, e.g. vehicle de-registered before repairing the damage and before report of claims
- damage to the vehicle interior and exterior will be invoiced (see also “Instructions for returning your vehicle”)

The Interleasing team thanks you for your cooperation and hopes you enjoy using your new vehicle.