

Dear Client,

The following checklist will help you to ensure the vehicle return experience is hassle free.

a. Evaluate Fair Wear and Tear

Understanding your vehicle's Fair Wear and Tear provides you with the opportunity to avoid charges related to fair wear and tear.

- Complete your Fair wear and tear as per the guidelines (see the link below)
- Complete your vehicle inspection

b. Remove personal belongings

- Check for items in the seat backs, sun visors and under all seats
- Check all compartments - Centre Console, Glove Box, Trunk
- Remove your media & devices- CDs, DVDs, USBs, etc.
- Remove any tracking devices you may have installed
- Remove any other personal belongings

c. Gather and vehicle items provided to you at the beginning of the lease (where applicable)

- All Keys with remotes (normally each vehicle have 2 remote keys and one non-remote key)
- DVD Headphones & Remote
- Navigation System
- Owner's Manuals
- Tool Kit, Spare tyre & Jack
- Original Registration Card
- Fuel card (if provided)
- CNIA pass (if provided)
- Any other items that came with the vehicle

d. Determine Excess Mileage

- Check your actual end mileage against the agreed mileage in your lease agreement

Note: The Client/ Client's representative understands and agrees that the inspection carried out at the time of return of vehicle is to record the visible damages or missing items such Spare Keys, original registration card, Fuel Card, tool kit etc. as indicated in the check list. In case of accident damages, the Client agrees to provide a Police Report along with driver license copy before the vehicle return request is made to LeasePlan. The Client agrees to be liable in addition to the visible damages or missing items also for the invisible, undetected defects or damages found later by a third-party vehicle appraiser, presently SGS, in accordance with the LeasePlan Fair Wear and Tear Guidelines available on the LeasePlan Website <https://www.leaseplan.com/en-ae/my-company-car/> Further, LeasePlan could charge all such costs to the Client no later than 60 days from the date of collection of the vehicle as recorded in the Vehicle Return Form.

Kindly note that any missing keys returned after 2 working days from the date of collection would mean that LeasePlan will charge for the duplicate keys along with administration charges specified in the Master Lease Agreement