

Checklist Vehicle Return

You would like to return you lease car?

Please put the following documents / items into the car:

- ✓ Key, spare key, emergency key
- ✓ Registration document
- ✓ Maintenance record book / digital record book: printed version of the last maintenance record
- ✓ User manual
- ✓ 2nd tyre / wheel set
- ✓ Spare wheel / Tire mobility set
- ✓ All additional accessories like navigation software, roof box, bike carrier
- ✓ Emergency equipment (car-jack, wheel wrench, warning triangle, first-aid kit)

Don't forget:

Please remove all personal effects. Additional cost can be avoided when the registration document has been invalidated before the vehicle is returned. The same applies to car stickers.

Ready?

Please contact our customer service department - we will initiate the pickup.

The following information is needed for that:

- ✓ Location where the vehicle can be picked up: company name + address
- ✓ Contact person on-site incl. phone number
- ✓ LeasePlan object number
- ✓ License plate number
- ✓ Mileage
- ✓ Point in time when the vehicle will be ready for pickup

What happens next?

After the pickup of the car, the car is inspected by an independent inspection company. This is done based on the international LeasePlan Fair Wear & Tear guidelines. Your company will be informed about the inspection result by email.

For further information regarding the vehicle return please contact our customer service department.

LeasePlan Customer Service

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