

Dear Company Car User,

The information provided below will help to ensure that the return process is as smooth as possible.

Pick-up date

The forwarding agent won't call you to schedule the pick-up until **after** the return date specified. It is not possible to arrange a date **before** then for logistics-related reasons.

Vehicle return checklist

- Vehicle registration certificate (*Fahrzeugschein*) Part 1 (ZB 1)
Please remember that this document is necessary for the vehicle's de-registration. If you do not have it, please inform our Used Vehicle Logistics Department at the telephone number provided below.
- Main key and any spare keys.
- Please place the service booklet and manual where they can be easily found.
- Summer/winter tyres
Please remember that tyres should not be placed on the rear seat unless they are properly wrapped up or the seat has a cover on it to avoid additional cleaning costs.
- Navigation CD/DVD/SD, if you have one.
- Radio code card, if you have one.
- Remove all items of private property.
Please remember that we accept no responsibility for items of private property which are left in the vehicle.
- You are not permitted to remove radio or phone antennas.
- If you have installed additional speakers or telephone holders in the side panels, on the back shelf or elsewhere you may only remove them if you restore the vehicle to its original condition at your expense.
- Do **not** hand over your fuel cards to the forwarding agent. When you return the vehicle, deactivate the card by cutting through the magnetic strip.

Please contact us if you have any questions.

Kind regards,

LeasePlan Deutschland GmbH
The Used Vehicle Logistics Team
(Tel.: +49 (0) 211/91358220)