



# LEX AUTOLEASE

## THINGS TO BE AWARE OF WHEN YOUR VEHICLE IS RETURNED TO LEX AUTOLEASE

Important information for you and your drivers about what you need to be aware of before, during and after the collection of your vehicle.

### VEHICLE CONDITION AND INSPECTION PROCESS

At the end of your vehicle's contract period you may choose to buy the vehicle, or it will be collected and returned to Lex Autolease. This factsheet highlights what you need to be aware of before, during and after the collection of your vehicle. We recommend that you spend a few moments to make sure that you are familiar with the content of this factsheet.

#### PRIOR TO COLLECTION

Please check the vehicle prior to collection:

- To ensure that it is in a roadworthy condition, so it can be driven
- To ensure that private registration plates have been removed physically and via DVLA. Either transferred to another vehicle or placed on retention (plate transfer is co-ordinated through the Lex Autolease Fleet Administration team)
- To ensure that a valid MOT certificate is in place, where applicable

Not carrying out these actions may result in your business incurring an aborted collection charge.

#### ON THE DAY OF COLLECTION

On the day of collection our collection agent or supplying dealer will appraise your returning vehicle and provide you with a vehicle collection report.

Please ensure the following items are placed in the vehicle or there may be a charge.

- Any accessories supplied on delivery
- Spare and master keys
- Wheel security key ( if applicable )
- Vehicle operating manuals
- Service Book

### PERSONAL EFFECTS

Please make sure that you have checked for and removed any personal effects from the vehicle such as phone kits, Sat Nav, trackers, parking permits, CD's etc. Once collected, Lex Autolease cannot be held responsible for the return of personal items left in the vehicle.

It is also the drivers responsibility to ensure all personal data is deleted. From Sat Nav systems, delete destination details. From in-car phone systems, delete any telephone directory contact lists and call histories. From onboard music systems delete all music uploaded and remove any personal memory cards or drives.

### INSPECTION OF VEHICLE'S CONDITION

A full inspection will take place at one of our designated disposal centres by a fully qualified vehicle inspector. Although we have always adhered to the BVRLA standards, we now have additional technology and techniques that will ensure all of our inspectors assess end of contract vehicles in exactly the same way. We have developed market leading technology to support both our customers and our vehicle inspectors and to provide the highest degree of consistency possible.

Key enhancements:

- Full video footage of the inspection and any damage (irrespective of value) will be available to you
- All vehicle inspections will be undertaken by fully qualified assessors with the new technology by the end of September 2014

Thank you for choosing Lex Autolease.

Details of the BVRLA fair wear and tear guide are available online at [lexautolease.co.uk/Drivers](http://lexautolease.co.uk/Drivers)

For further information please contact your Customer Relationship Manager or

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