

## Vehicle return checklist

Are you planning to return your leased vehicle?

Please enclose the following documents or items with the vehicle:

- ✓ Vehicle keys, spare keys, emergency keys
- ✓ Vehicle registration document
- ✓ Service booklet/digital service booklet: Printout of last service
- ✓ Owner's manual
- ✓ Second tyre/wheel set
- ✓ Spare wheel/tyre mobility set
- ✓ Accessories belonging to the vehicle, such as navigation software, roof box, bicycle rack
- ✓ Emergency equipment (jack, wheel brace, warning triangle, first aid kit)

### Remember:

Remove all personal items. Additional costs can be avoided by cancelling the vehicle registration yourself and returning the vehicle deregistered.

### Ready?

Please contact LeasePlan customer service, who will arrange collection of the vehicle with you.

### We will need the following information:

- ✓ Collection location: Company name + address
- ✓ Contact person on site, including telephone number
- ✓ LeasePlan contract number
- ✓ License plate
- ✓ Mileage
- ✓ What time the vehicle will be ready for collection

### What happens next?

Once the vehicle has been collected, its condition will be checked by an independent expert based on the LeasePlan Fair Wear & Tear guidelines, which apply internationally. Your company will be informed of the outcome of the check by email.

If you need any further information with regard to returning your vehicle, please do not hesitate to contact our Customer Service team.

### LeasePlan Customer Service

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