

End Of Agreement Checklist

The following checklist should be observed when returning your scheme vehicle:

General

Keys	All keys including spares must be returned with the vehicle.	<input type="checkbox"/>
Manuals	All manuals provided with the vehicle when new must be complete and in the glove box.	<input type="checkbox"/>
Service Books	Service books and records must be complete, in the glove box and stamped by approved suppliers.	<input type="checkbox"/>
Radios & Sat Nav	The correct model of radio (ICE) should be in place and radio codes and Sat Nav CD/DVDs must be returned.	<input type="checkbox"/>
Aerials	Should be fitted as supplied.	<input type="checkbox"/>
Fuel Caps	Should be in place on the vehicle.	<input type="checkbox"/>
Tools	All tools (including First Aid Kits & Warning Triangles) supplied with the vehicle must be returned.	<input type="checkbox"/>
Parcel Shelf	The parcel shelf must be present and fitted correctly.	<input type="checkbox"/>
Spare Wheel	The spare wheel/spacesaver (if applicable) and locking wheel nut should be present and the tyre must meet legal requirements.	<input type="checkbox"/>
Wheel Trims	All wheel trims must be present and undamaged.	<input type="checkbox"/>
Head Rests	All head rests must be present and fitted correctly.	<input type="checkbox"/>

Body Work

Body damage	All damage to bodywork should be repaired prior to the vehicle being returned.	<input type="checkbox"/>
Windscreen	There should be no cracks, holes, chips or large scratches on the windscreen or windows.	<input type="checkbox"/>
Mouldings	All mouldings must be in place and undamaged.	<input type="checkbox"/>
Lights, Lamps and Lenses	Lights, lamps and lenses must be working with no holes or cracks.	<input type="checkbox"/>
Dents	Singular minor dents up to 10mm in diameter are acceptable if they do not penetrate the base coat.	<input type="checkbox"/>
Scratches	Singular light scratches up to 25mm in length are acceptable if they do not penetrate the base coat and providing there is no rust or corrosion.	<input type="checkbox"/>
Door Mirrors	Door mirrors must operate correctly and be free from damage (including the casing).	<input type="checkbox"/>
Stickers and Badges	All stickers and badges must be removed and any paint damage or fading restored.	<input type="checkbox"/>

Interior

Seats	Seats must be free of burns, heavy stains, tears and snagging. Removable seats must be refitted.	<input type="checkbox"/>
Carpets	Carpets must also be free of burns, heavy stains, tears and snagging.	<input type="checkbox"/>
Boot Mat	The boot mat must be in place and undamaged including being free of heavy stains.	<input type="checkbox"/>
Dashboard	The dashboard must be complete and undamaged.	<input type="checkbox"/>
Car Mats	If your vehicle has been supplied with car mats they must be returned with the vehicle at the end of the agreement, failure to do so may result in a charge.	<input type="checkbox"/>

Please note: If you fail to observe any aspect of this checklist then you may be charged for any necessary reconditioning costs.