

VEHICLE RETURN CHECKLIST (CARS FAIR WEAR & TEAR GUIDE BVRLA)

Tick	Amount Of Damage, E.G 70mm scratch	Damage/Documents Checklist
<input type="checkbox"/>		Firstly make sure the car is clean so any damage becomes clear.
<input type="checkbox"/>		Spare key (2 keys in total)
<input type="checkbox"/>		Registration document (V5)
<input type="checkbox"/>		Mot certificate (if required)
<input type="checkbox"/>		Maintenance record book / digital record book: printed version of the last maintenance record
<input type="checkbox"/>		User manual
<input type="checkbox"/>		Spare wheel
<input type="checkbox"/>		Emergency equipment (car-jack, wheel wrench, warning triangle, first-aid kit)
<input type="checkbox"/>		Chips of less than 3mm on paintwork are acceptable provided no rust is present, a maximum of four chips per panel (6 chips per door edge) and 8 chips per front facing panel.
<input type="checkbox"/>		Dents of 15mm or less in diameter are acceptable provided no more than 2 per panel and surface paint is not broken. Dents on the roof or any dents on any swage line is not acceptable.
<input type="checkbox"/>		Scratches , surface scratches of 25mm or less are acceptable provided primer or bare metal is not showing and can be polished out. Maximum of four scratches per panel.
<input type="checkbox"/>		Convertibles , roofs must be fully operational and free from damage rips or tears, the rear window must not be cracked or creased.
<input type="checkbox"/>		Tow bars , must only of been fitted with the approval of the leasing company, if fitted must be in good rust free condition. with electrical connectors that work properly, a ball cover must also be in place.
<input type="checkbox"/>		Windows/windcreens , Light scratching are acceptable provided it does not interfere with the driver's line of sight and any heating elements still work properly. Chips, cracks or holes are not acceptable. Repaired chips within the driver's line of sight are not acceptable. Repaired chips outside the driver's line of sight are acceptable provided they are repaired to a professional standard and the work is warranted.
<input type="checkbox"/>		Door mirrors , Missing, cracked or damaged door mirrors are not acceptable. If adjustable and/or heated door mirrors, they must work correctly.
<input type="checkbox"/>		Lamps and lenses , All lamps must work. Minor scuff marks or scratches up to 25mm are acceptable. Holes or cracks in the glass or plastic covers of lamp units are not acceptable.
<input type="checkbox"/>		Tyre wear and damage , All tyres, including any spare, must meet minimum UK legal requirements of 1.6mm and comply with the vehicle manufacturer's recommendations of tyre type, class, size and speed rating for the vehicle. There must be no damage to sidewalls or tread. Evidence of uneven wear due to under or over-inflation is not acceptable.
<input type="checkbox"/>		Alloy wheels and wheel trims , Dents and holes on wheel rims and wheel trims are not acceptable. Scuffs totalling up to 50mm on the total circumference of the wheel trim and on alloy wheels are acceptable. Any damage to the wheel spokes and the hub of the alloy wheel is not acceptable. The spare wheel (including 'spacesaver'), jack and other tools must be intact, stowed properly and in good working order. The emergency tyre inflation canister, if supplied when new, should be in full working order, serviceable and ready for use. A canister that has been partially or fully discharged should be replaced.
<input type="checkbox"/>		Mechanical condition , The vehicle should be returned in a safe, legal and reliable mechanical condition, capable of passing a MOT. The vehicle's engine management system should not be displaying any warning light, eg diesel particulate filter (DPF), tyre pressure system (TPS), or oil pressure. If a warning light is illuminated, the vehicle may not be driveable and the collection process abandoned, in which case a fee maybe charged. Advisory illuminated alerts are acceptable, eg countdowns to the vehicle's next service.
<input type="checkbox"/>		Vehicle underside , Any impact damage to the vehicle's underside is not acceptable. Catalytic converters not working because of obvious abuse or damage are not acceptable.
<input type="checkbox"/>		Vehicle interior , The interior upholstery, dashboard and trim must be clean and odourless with no burns, scratches, tears, holes or staining. Carpets should not have holes.
<input type="checkbox"/>		Equipment and controls , All original equipment, accessories and controls must be present and operate correctly (including satellite navigation discs, Secure Digital (SD) cards and remote units, headphones, electric vehicle charging leads, Bluetooth and other integrated systems).
<input type="checkbox"/>		If you require any more information please call 01384 270887 and speak to Richard our lease vehicle return specialist.

A summary of key allowable damage includes:

- Alloy scuffs up to 50 mm in total around the edge of the alloy are acceptable.
- No more than 2 dents per body panel which are under 15mm and not on the bend of the body panel
- Scratches, provided no bare metal or primer is showing
- Small chips, providing they are not showing signs of rust or within a dent
- Scuffs and scratches to plastic trims under 25mm provided the moulding or trim is not broken, cracked or deformed.

Have a look around the vehicle and note any damage you see:

- It is important to appraise the vehicle as honestly as you can. Be objective. Ask a friend or colleague to help you.
- Choose a time and place with good light. This is how the leasing company will examine your vehicle. Appraisals carried out in poor light invariably miss some faults.
- Before appraising the vehicle, make sure that it has been washed and is thoroughly clean but remember to allow time for it to dry. Water on the paintwork can mask faults.
- Walk all the way around the vehicle and examine closely each panel, including the roof, bonnet, doors and body, for significant damage. Observe where the light is reflected differently from any dents and scratches.
- Crouch or kneel down at the front and rear of the vehicle and look along the body line on each side. This will help you see scratches and dents that may otherwise be difficult to spot. Inspect lamps, lenses, windows and mirrors for chips, cracks and holes.

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If you need any advice please feel free to contact us.



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