

## RETURNING YOUR LEASEPLAN VEHICLE

Your LeasePlan vehicle will be collected at the address indicated below, on your preferred date.

### Please take these steps before returning your vehicle:

1. make sure that your vehicle is in line with the initial order;
- 2. make sure that you remediate the damages;**
3. remove all personal items from your vehicle;
4. leave your service book and owner's manual in the vehicle;
5. hand over your vehicle keys to the collector.

The LeasePlan collector will prepare a handover sheet in two original copies, of which one is yours to keep. Upon returning your vehicle, you will also deliver hand back a set of documents and accessories.

### Remember! Ensure your vehicle is clean inside and out!

You can find details [here](#) or call us on **021 407 21 31**.

### Upon returning your vehicle, you will hand back the following documents and accessories:

- Original registration certificate, with evidence of Periodic Technical Inspection (MOT)
- Third party liability insurance and Green Card
- LeasePlan Client Card
- Fuel Card
- Vignette
- First aid kit
- 2 warning triangles
- Fire extinguisher
- Spare wheel
- Wheel brace
- Jack
- Tool kit
- Towing hook



After collection, a certified expert will undertake a general appraisal of your vehicle, in accordance with the Fair Wear and Tear Guidelines:



Fair and tear guidelines for cars <https://bit.ly/2tENxaM>



Fair and tear guidelines for vans <https://bit.ly/2tQiqbm>

LeasePlan will provide your company with a copy of your vehicle's general appraisal report. You can contest the assessment report for the general vehicle condition within 3 business days from its receipt in electronic format. When your vehicle shows unacceptable wear and tear, as described in the relevant Wear and Tear Guidelines, LeasePlan will issue an invoice for any repair work required according to the appraisal report. The amount of the invoice will be payable by the LeasePlan client irrespective of whether LeasePlan actually repaired, reassigned or disposed of the relevant vehicle.

**Additional charges apply when you return your vehicle with missing parts:**

Flat charge on excessive wear and tear and damage caused by misuse	
Items	Flat charge (EUR, excl. VAT)
Driver's guide	0
Third party liability insurance	0
Radio code card	0
Alarm code card	0
Service book	80
Registration certificate	50
Floor mats	0
Lighter	10
Replacement key	250
Replacement remote control key	250
Tires	0
Antenna	10
Radio front panel	original value
Spare wheel	original value
Spare wheel lock	30
Navigation CD	100



You can find details on our website [www.leaseplan.ro](http://www.leaseplan.ro) or you can call us on **021 407 21 31**.

**Vehicles are collected at BENGA AUTOLOGISTICS within working hours:**

**9:30 – 13:00 – lunch break – 14:00 – 16:30 Monday – Friday**

**(!) 9:00 – 13:00**

**in the last working day of each month**

**Benga Logistics Park**

<http://www.benga.com/>

Email: [office@benga.com](mailto:office@benga.com)

45-49 Soseaua Bucuresti

077055, Ciorogarla / Ilfov county, Romania

**GPS: 44°26'23" N 25°55'1" E**

**Fax: +40 21 408 84 04**

