

The criteria for vehicle valuation.

- You will not be charged for acceptable damage resulting from normal vehicle use.
- Damage exceeding what is deemed normal for the given mileage will be calculated on a pro-rata basis according to vehicle age and mileage. Exception: insurance cases and missing parts. Such damage is taken into account in full. All other damage affects the visual and/or functional condition of the vehicle, and hence the price a potential buyer is prepared to pay for the second-hand vehicle.

For detailed information on damage assessment please consult the **“Guideline for Cars Fair Wear and Tear”**. If this document is not available you can read it at www.leaseplan.ch.

How to proceed.

As a general rule: return your vehicle as it was handed over to you.

Checklist

- All keys (including the garage keys)
- Vehicle documents
- Service booklet and operating instructions/ manuals
- Radio code card
- Any stored rims and/or tyres
- Software CDs for the navigation system (if installed)
- Road toll sticker
- Luggage cover
- Fuel card

If your vehicle was supplied with winter tyres, please return the complete set – 4 tyres/rims with all bolts. The same applies to summer tyres if the vehicle is returned in winter. All vehicles must be returned in due and proper condition, i.e. without damage exceeding fair wear and tear for the mileage of the vehicle. Please have any such damage repaired before the vehicle is returned or notify the LeasePlan insurance department accordingly.

Vehicles must be returned as supplied. All subsequently installed equipment, stickers, lettering, markings, etc. that are not covered by the contract must be removed. Following vehicle collection the LeasePlan (Switzerland) AG partner SGS (Société Générale de Surveillance SA) will prepare a status report detailing any damage exceeding fair wear and tear for the mileage of the vehicle.