

### Script

In order to get the best from this check, you need 3m of space around the car, good weather and the car needs to be clean/dry. It is helpful to have something to kneel on, and if your vehicle is tall, a small set of step ladders will be helpful.

- 1.** Inform the driver that this is a **Basic Evaluation** with 46 point check. Although it addresses all the major points, it is not as comprehensive as a full inspection with a 182 point check which is carried out under controlled conditions -- this option is best for those wanting consistency and to be secure in the knowledge that nothing has been overlooked -- and recommended for driver-to-driver transfer.
- 2.** Ask the driver what standard they are working to. Is it the BVRLA or do they have a separate contract? Tell them that in our experience, at least some companies are a tiny bit more lenient on scratches and dents. Also do they know their threshold if any? And have they called the lease company?
- 3.** Give the driver a BVRLA Fair Wear and Tear Standard booklet if they don't already have one. You may find it useful to have it open on page 10 while you do the evaluation.
- 4.** Ask if they leased the car from new? - If the car wasn't new, did they get a condition report with it?
- 5.** Establish if the car has locking wheel nuts and the whereabouts of the key.
- 6.** If possible, check the Service Book to see it is stamped - advise accordingly.
- 5.** Do they know of any damage? i.e. scratches, dents etc. (Let them show you)
- 6.** Have they any previous repairs, e.g. bodywork or smart repairs? Ask them to show you and check they have been carried out to an acceptable standard.

Give this sheet to the driver, so they can read the **Important Information** below and to fill out their contact details while you thoroughly check the interior. When you are both ready, the driver reads out the list items on the other side of this sheet. The driver reads out from the checklist, ticking the boxes and making notes, while you examine the car item-by-item.

### Important Information

#### Things people forget

The master key and/or spare key (at the back of the kitchen drawer?)

Remove CDs from deck and multi-player (check boot).

Empty personal items from glove compartment, map pockets centre console, rear centre console, sun visor pocket, hidden pockets and check the spare wheel area.

Dartford Tunnel tags and parking permits (both on screen).

Ladies shoes under seats.

The car park change that you keep in the ashtray.

When you hand the car keys over, don't forget to remove your front door key and personal key rings.

#### Things people miss

Damage to sills and the underside of bumpers.

Damage to paintwork caused by bird droppings.

Missing stamps in the service book

Missing tools and locking wheel nuts.

Parcel shelves and headrests which were removed from the car to make more room.

#### The most common things people are charged for

Scuffed wheels

Dents

Bird's mess etching

Chips on door edges.

Stone chips on bonnets

Cracked lights

Missing stamps in the service book

Missing keys

Some cars have little design problems, such as carpets that come away from their fasteners or bits of trim or finish that wear through. These may well be problems that are covered by the warranty or special provision. Don't take it for granted that it's not your fault, the chances are that you are still responsible for addressing these issues before the car goes back. Don't hesitate in contacting your lease company and/or dealership to find out.

#### Return Day

Allow time for the inspection, some companies will do the inspection and charge you there-and-then on a hand-held computer. But other companies will send a driver who will do a comprehensive check, but this isn't the inspection... that will be done later and the details sent on to you. Either way, you may want to be there for the duration so allow yourself between 30min and an hour.

They will expect your car to be properly clean inside and out. If it isn't, we have been told that they will assume you are using the dirt to hide something, so they will inspect the car twice as carefully once it has been cleaned, often at your expense.

**Ensure you have a valid MOT.** Your car may be collected around the time the MOT is due, make sure it's done because they won't collect if it's out of date.

Make sure there is some fuel in the tank (most contracts specify quarter of a tank) don't fill the tank up!

If you are going to be collecting a new car you may need to take proof of ID.

Date: .....

Make/Model: .....

Reg No: .....

Mileage: .....

Leasing Company: .....

Company Name: .....

Contact No:  h  w : .....

Driver's Name: [ FIRST ] [ LAST ]

Mobile No: .....

Checklist Items	done	chkd	Notes	Chance of re-charge
Front Seats	<input type="checkbox"/>	<input type="checkbox"/>		%
Rear Seats	<input type="checkbox"/>	<input type="checkbox"/>		%
Headling & Carpets	<input type="checkbox"/>	<input type="checkbox"/>		%
Interior Door Trims	<input type="checkbox"/>	<input type="checkbox"/>		%
Door Apatures	<input type="checkbox"/>	<input type="checkbox"/>		%
Dashboard/Consul	<input type="checkbox"/>	<input type="checkbox"/>		%
Inside Boot - Jack/Tools	<input type="checkbox"/>	<input type="checkbox"/>		%
5 Tyres (visual only)	<input type="checkbox"/>	<input type="checkbox"/>		%
Wheels & Trims	<input type="checkbox"/>	<input type="checkbox"/>		%
Bonnet/Grill	<input type="checkbox"/>	<input type="checkbox"/>		%
Front Lights (cracks)	<input type="checkbox"/>	<input type="checkbox"/>		%
Front Number Plate	<input type="checkbox"/>	<input type="checkbox"/>		%
Os Front Bumber	<input type="checkbox"/>	<input type="checkbox"/>		%
Centre Front Bumper	<input type="checkbox"/>	<input type="checkbox"/>		%
Front bumper underside	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Front Bumper	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Front Wing	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Wing Mirror	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Front Door	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Body Sill (underside)	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Rear Door	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Roof	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Rear Wing	<input type="checkbox"/>	<input type="checkbox"/>		%
NS Rear Bumper	<input type="checkbox"/>	<input type="checkbox"/>		%
Centre Rear Bumper	<input type="checkbox"/>	<input type="checkbox"/>		%
Rear bumper underside	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Rear Bumper	<input type="checkbox"/>	<input type="checkbox"/>		%
Rear Lights (cracks)	<input type="checkbox"/>	<input type="checkbox"/>		%
Boot Lid/Tailgate	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Rear Wing	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Roof	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Rear Door	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Body Sill	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Front Door	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Wing Mirror	<input type="checkbox"/>	<input type="checkbox"/>		%
OS Frint Wing	<input type="checkbox"/>	<input type="checkbox"/>		%
Sreen/windows	<input type="checkbox"/>	<input type="checkbox"/>		%

● Notes/Items not covered by above list - e.g. sun visors, mud flaps etc.

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● Code Key

<b>D</b> Dent	<b>SBS</b> Scratch - Bodyshop
<b>DM</b> Multiple Dents	<b>S</b> Scuff
<b>DX</b> Creased dent that can't be repaired.	<b>RBS</b> Requires Bodyshop Repair
<b>SPC</b> Scratch - Paintwork Correction	<b>H</b> Hole
<b>SMB</b> Scratches - Mini Buff	<b>B</b> Burn
<b>SCR</b> Scratch - Cosmetic Repair	<b>St</b> Stain
<b>SSR</b> Scratch - Smart Repair	

● Evaluation by

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