

Driver Name	Reg. No.	Make / Model
Mileage on Inspection	Colour	Date

This check sheet is similar to the inspection sheets used by lease companies and you should use it 4-6 weeks before returning your vehicle to assess areas of damage which may incur penalties, each leasing company will have slightly different criteria so you may need to refer to your contract. Refer to your Fair Wear & Tear Guide to assess whether areas of damage are acceptable wear and tear. If not acceptable, then see [www.clean-image.co.uk/leasing](http://www.clean-image.co.uk/leasing) for advice. Before you begin, make sure your vehicle has been cleaned, dried and that you are inspecting the vehicle in good daylight.

### IMPORTANT - DAMAGE NOTES

Dents are acceptable if under 1cm if the paintwork is not broken, providing there are not a series of dents in one area. Scratches are acceptable if under 2.5cm if it has not penetrated the base coat and there is no corrosion.

EXTERIOR	YES	NO
Is Exterior Clean?		
Exterior Valet needed?		
	Chips	Broken
Glass		
Bonnet		
Grille		
Front Bumper		
Front Valance		
Front Lights		
N/S/F Wing		
N/S/F Door		
N/S Door Mirror		
N/S/R Door		
N/S/RWing		
N/S Sill		
Boot/Tailgate		
Rear Bumper		
Rear Valance		
Rear Lights		
O/S/R Wing		
O/S/R Door		

EXTERIOR	Chips	Broken	Rust	Scotch	Dent	OK
O/S Door						
O/S Door Mirror						
O/S/F Wing						
O/S Sill						
Roof						
Aerial (Radio)						

INTERIOR	YES	NO
Is Interior Clean?		
Interior Valet needed?		
Odour? Smoked in?		
Other		

INTERIOR	Burn	Holed	Torn	Stained	OK
Front Seats					
Rear Seats					
Int Door Trims					
Carpets					
Dashboard					
Head Lining					
Parcel Shelf					

Windscreen Chips	QTY	NONE
Other (cracks)		

FITTINGS	YES	NO
Master Key*		
No of Keys		
Original Radio		
Cass/CD		
Jack/Tools		
Spare Wheel		
Service Book		
V5 Reg. Document*		
Tax Disk		
Hands Free Set Fitted		
Oil Level		
Water Level		

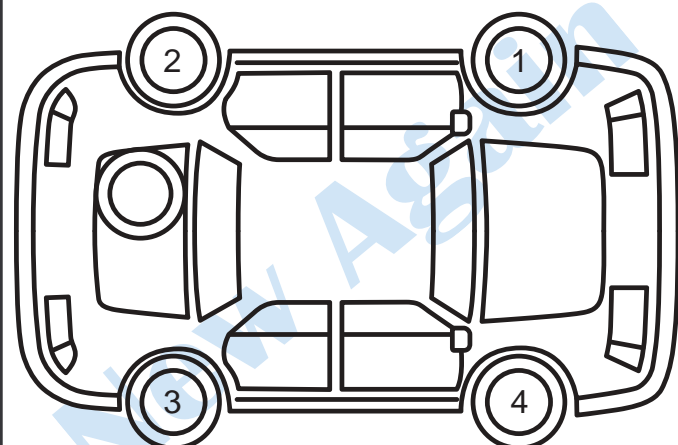
\* Sometimes the Lease Company retains these items.

TYRES	GOOD	WORN	POOR	damaged
NSF (1)				
NSB (2)				
OSB (3)				
OSF (4)				
Spare				

WHEELS	1	2	3	4
Alloy / Trims				
Present				
Damaged				

### VISIBLE BODY DAMAGE

CODE: X = Dent — = Scratch O = Defective paint R = Rust C = Chips



### At the real Inspection...

Leave yourself plenty of time. You will want to be there for the duration of the inspection which will last about 30 mins.

They will expect your car to be properly clean inside and out.

On the day that you return your car, you will have to leave them some petrol, and some contracts may specify a quarter of a tank.

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

### Things people forget.

The master key and/or spare key (at the back of the kitchen draw?)  
Peugeots also have a credit card sized keycard.

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

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

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

Ladies Shoes.

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 keyrings.



# Checking your Lease Car the way the lease company does it.

Lease companies follow a checking system. Their inspection usually has about twice as many checks as an MOT. They are looking for anything that falls outside of the fair wear and tear standard.

Any scratch, no matter how big, will fail if it has gone through to the base coat of paint. Any scratch larger than one inch (25mm) will fail.

Dents will fail if they are over 10mm, but smaller dents will also fail if the paintwork is cracked or chipped through the basecoat. A panel with three or more dents will fail, regardless of how big the dents are.

Most lease companies check your car twice or even three times, so they don't miss anything. This is why you need to check your car the same way they do. First you need to park your car, with lots of room around it. You need to take up two parking spaces, at least. The car needs to be clean, dry and the lighting needs to be good, so try to do it on a clear bright day.

## Scratches

You need to crouch down and check every panel one-by-one. Then turned the car round, so the light is coming from a different direction and check the car again. A small scratch over 25mm could mean a charge to respray the whole of that panel so take great care not to miss any.

## Bird's dropping Marks

You need to look on the roof, bonnet, boot for etching made by bird lime. If your car is tall, you will need a step ladder to do this properly.

## Dents

Dents are best seen from a distance, usually two car lengths away, and then you need to do a close up inspection too - it often helps if you have two people doing this.

To find dents you need to stand well back from the car and look down the length and along the body at an angle, carefully looking for distortions in the reflection panel-by-panel. Rock from one foot to the other and crouch down so that you use a reflection to scan across each panel -- you may want to park near something that forms a patterned reflection such as railings or a brick wall. That's the way BVRLA Inspectors trained us to do it. You're looking any tiny dents – anything over 10mm is a fail. This is the width of your little fingernail.

Note any damage you find including stone chips, blemishes, marks and stains, as well as more obvious damage. You will then need to refer to your Fair Wear & Tear Standard guide to find out if it is acceptable or not.

This guide may have been issued to you when you collected the car, otherwise it can be purchased online at the BVRLA website.

[www.bvrla.co.uk](http://www.bvrla.co.uk)

## Previous body work repairs

Lots of people are being charged-back for unacceptable repairs at the moment - so don't get caught out. You may think if you have had a repair done at an approved body shop or crash repair centre, that you will be okay, but it is your responsibility to ensure it has been done properly. The lease inspector will not know if you've had it done by an approved company or on the cheap – they only know if the repair is to an acceptable standard.

A crash centre having an insurance company's seal of approval is no guarantee that they will always turn out good quality work – often it is just a sign that they are willing to work within an insurance company's pricing guidelines! So you need to check the colour differences, rough areas, pimples, sanding-down marks under the paint work, masking lines, runs, blemishes misaligned panels and rust. If you can't see any problems, then feel for them.

If you have any doubts, you can bring the car to us and we will check this for you for free.

## Sills and front and back valances.

You need to get on your hands and knees and look at these carefully your seal must be very clean. Digs, dents and scratches under these areas are very common. Under the edge of your front valance is a common place to find scuffs that many people get caught-out with.

## Lights

You need to check to see if there are any small cracks, and you need to push the headlights to make sure they don't move. If they move, you need to look under the bonnet to see if any brackets are broken.

## Wheels and tyres

You need to check all the way across the tire for wear. Carefully check on the tread where depth indicators are, or if you have a depth gauge use that. They will not accept uneven tyre wear -- refer to your guide.

The alloy wheels can have some light scuffing on the rim relative to the vehicle's age and mileage, but damage on the spokes is not acceptable.

## Windscreen

Check the screen very carefully, a chip next to the tax disc or behind the rain sensor could easily be missed. Some lease companies will charge you for a new screen at main dealer price. Some will charge you for a repair. You should be able to get these done free on your insurance.

## Service book

Make sure all the entries are stamped. If the dealer has forgotten one you need to go back to them and get them to stamp it.

This shouldn't be a problem as they will have a record of the service on their computer.

## Carpets

Holes under the pedals caused by high heel shoes are something we find regular. These can lead to extremely big charge backs – the cost of a new carpet and the labour costs of fitting it at dealership prices can be shocking, while smart repairs to carpets can be relatively cheap. Inspect the areas down the sides of your seats. You need a torch, make sure there is no cigarette burns or singes.

## Door shuts

This is recess where the door fits into the car body and includes the hinge and lock mechanism area. Seatbelt buckles cause damage to these areas if they get caught when you slam a door. These areas can also suffer scuffing from your shoes as you climb in and out.

## Headlining

Gouges caused when loading large items are easy to miss -- the inspectors won't. It's on the checklist so don't get caught with this one. As with carpets, the charges for parts and labour for replacing a headlining can be very expensive. So if you have any damage on the headlining it is best to address it and see if a smart repair can be done... if it can it would be a fraction of the cost of replacement.

## Seats

Stains and smells are not acceptable, although the charges are not heavy on these clean them anyway. It doesn't cost you a lot and it can make the difference. Remember the lease company needs to sell this car, and they will charge you for stains if they are charging you for something else.

## Inside the boot

Make sure the spare wheel and tyre are in good order – the same rule applies here as the other wheels (see above). Check the spare wheel well has no signs of bad repairs. Make sure your parcel shelf, is fitted correctly and has no damage. Some people remove the parcel shelf on hatchbacks to make more room – if the car is returned without it you will be charged for a replacement.

## Are we done yet?

If you did all of the above in under 20 minutes, then you haven't done it properly! An experienced inspector might be able to do some cars in 20 minutes, but we would expect a novice to take at least 45 minutes.

## Do it again

Get a friend who knows what they're looking at to go through the whole car with you again. We get a second opinion, a fresh pair of eyes to go through the checklist again and you should too. You would be amazed what gets missed on the first inspection. That's why it's important to take this seriously. Remember that every little piece of damage can potentially cost you money.

If you find anything and are unsure, send a picture to the [Q&A section](#) of our website. We will tell you whether it's acceptable or not and what you can do about it, even if you don't bring the car to us.