

Before returning your vehicle, we suggest you carry out the following:

- Request a full copy of the BVRLA industry standard (we issue a copy at the beginning of your contract but extra copies can be requested)
- Carry out a self-appraisal of your vehicle, using the BVRLA guide on fair wear and tear to identify any damage that doesn't constitute fair wear and tear, that requires repairing.
- Leave at least 3 months before your lease expires to carry out your self-appraisal, this will simply allow you to have any damage rectified before the vehicle is returned.
- Ask a colleague or friend to help appraise the vehicle, being as honest and objective as possible.
- Ensure good light and weather conditions to properly check your vehicle over. Leasing companies examine their returned vehicles this way and may pick up on faults missed because of bad lighting or weather.
- Wash and clean your car or van before carrying out the appraisal, letting it dry completely beforehand. Small scuffs and scratches can be masked by water.
- Take the time to examine all panels for damage. Dents and scratches can be observed where light is reflected.
- Look from the front and rear of the vehicle's bodyline to help identify any difficult-to-see scratches and dents.
- Check lights and lenses for any visible damage, especially spot lights and rear fog lights as these are more susceptible to damage by stone chips.
- Check tyres for damage, including the spare tyre, looking for even wear across the tread as uneven wear could mean wheel alignment is out. The check should include wheels, wheel trims and spokes for signs of curbing, scratches and deterioration.
- It is best practice to clean and valet the interior too, checking for odours, stains, tears in upholstery and any burns caused by cigarette smoking.
- All controls, from steering wheel stalks to infotainment and audio equipment must be checked to ensure they are fully functional, as too should any accessories. All should be present and operating correctly.

## BVRLA Fair Wear and Tear Guidelines

### Dents

No more than 3 per panel  
No paint damage  
Maximum 10m diameter

### Scratches

Minor scratches up to 25mm  
Not penetrated base coat  
No corrosion evident

### Paint chips

Minor chips  
Not penetrated base coat  
No corrosion evident

### Windscreens

No chips  
No cracks  
No holes

