



# VEHICLE HAND BACK CHECK LIST

**Please ensure all items are complete before you hand back your vehicle.**

- All payments owing under your agreement have been made in accordance with its terms and conditions.  
Your account must not be in arrears.
- The vehicle is in good condition, subject to fair wear and tear appropriate to the age and mileage of the vehicle.
- All audio, multimedia and security codes are handed back with the vehicle.
- A full set of keys should be returned if they were originally supplied. This includes spares and locking wheel nut keys.
- The road fund licence is kept up to date until the vehicle is returned.
- Please ensure you have your DVLA V5 document with you when you hand back your vehicle at your chosen Retailer.
  - You will need to complete the yellow section and send to the DVLA on hand back date.
  - If you do not have or can not supply this document, a charge of £250.00 will be payable.
- The vehicle service history documentation is up to date and available for the inspection.
  - The vehicle must be serviced in accordance with the manufacturer's guidelines.
  - If you do not have or can not supply the documents, a charge of £170.00 will be payable.
- If applicable to the vehicle, a valid MOT certificate must be made available upon inspection of the vehicle.
  - If you do not have or can not supply the document, a charge of £100.00 will be payable.
- Ensure that the vehicle can legally be driven on the road. If it is not, you should not drive the vehicle to the realer.
  - Please contact us as soon as possible to make alternative arrangements
- If you wish to retain a private registration plate - you must change this before you hand back the vehicle.  
Until the plates have been changed, you are responsible for maintaining your normal monthly instalments under the contract. If you wish, you can return the private registration plates with the vehicle.
- The vehicle should be sufficiently clean to allow for a detailed inspection.