



# End of Contract Checklist

Reg No:

To avoid end of contract recharges use the list below to identify the most common areas where recharges are incurred.

For assistance or queries, please contact Donna Read on 01792 222144.

THIS CHECKLIST CAN BE DOWNLOADED FOR FREE at [www.dayscontracthire.co.uk](http://www.dayscontracthire.co.uk)

Missing Items	What's Required	Checked
1. Spare Keys	All spare keys must be tagged and with the vehicle when collected	<input type="checkbox"/>
2. Tax Discs	The current, valid tax disc should be in the windscreen	<input type="checkbox"/>
3. Book packs	These must be complete and in the glove box	<input type="checkbox"/>
4. Service books	Must be stamped and up to date in accordance with manufacturer's service intervals	<input type="checkbox"/>
5. Wheel Trims	These must be fitted to the vehicle, undamaged except for minor scuffing	<input type="checkbox"/>
6. Cigarette Lighters	Must be in the correct place and working (if applicable)	<input type="checkbox"/>
7. Radios	The correct model of radio should be in place, including security clips	<input type="checkbox"/>
8. Rear parcel shelves	Should be in the correct place in good condition	<input type="checkbox"/>
9. Spare Wheel	Must be in place and fully serviceable with required tread depth <i>(where applicable)</i>	<input type="checkbox"/>
10. Tools	All tools should be present and in place	<input type="checkbox"/>
11. Aerials	Should be fitted to the vehicle as supplied	<input type="checkbox"/>
12. Fuel Caps	Should be in place on the vehicle	<input type="checkbox"/>

Body Work	What's Required	Checked
1. Body damage	Should be repaired prior to return	<input type="checkbox"/>
2. Windscreens	No chips or cracks	<input type="checkbox"/>
3. Mouldings	Must all be in place, undamaged and undistorted	<input type="checkbox"/>
4. Door Mirrors	Free from damage and scuffing	<input type="checkbox"/>
5. Dents	Singular minor dents only up to 10mm diameter are acceptable	<input type="checkbox"/>
6. Scratches	Singular light scratches up to 25mm	<input type="checkbox"/>
7. Lamps/lenses	No holes or cracks	<input type="checkbox"/>
8. Stickers / decals	All must be removed including adhesive etc (if fitted by you after delivery)	<input type="checkbox"/>

Interior	What's Required	Checked
1. Seats	Should be free from snagging, heavy stains and burns	<input type="checkbox"/>
2. Carpets	Should be free from damage / burns	<input type="checkbox"/>
3. Boot Mats	Must be in place and undamaged	<input type="checkbox"/>
4. Dashboard	No holes, missing items or damage	<input type="checkbox"/>

Cleaning	What's Required	Checked
1. Seats & Carpets	Should be hoovered and clean	<input type="checkbox"/>
2. Exterior	Should be washed and clean	<input type="checkbox"/>
3. Boot	Should be empty, hoovered and clean	<input type="checkbox"/>
4. Dashboard	Should be wiped and clean	<input type="checkbox"/>

***If the interior and exterior of vehicle is not clean upon return then a charge of £45 + VAT will be issued for a full valet.***

**Days Contract hire encourages customers to carry out their own pre-collection inspections. This aims to identify faults that may need rectifying so recharges can be avoided.**

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

## Tips for carrying out a successful end of contract appraisal:

1. If possible, do your appraisal a week or two before the vehicle collection date, giving you plenty of time to rectify any faults or missing items.
2. Be as objective as possible. Make sure the light is good so you don't miss any defects.
3. Wash the vehicle (and allow it to dry) before appraising it.
4. Check each body panel carefully, including the roof, bonnet and boot/hatchback.
5. Check the tyres (including the spare) for damage. Inspect wheels and trims (if fitted) for scratches, dents and gauges.
6. Clean and valet the interior
7. Check interior for tears, burns, heavy stains or wear.
8. Inspect all controls, including audio equipment, for damage.
9. Use the end of contract checklist to ensure you don't forget anything.

## Notes on Betterment Charges

We only re-charge end users if the vehicle is returned to us with damage on it which will affect its re-sale value.

We do not make charges against every vehicle; only a very small number of vehicles ever actually have a charge issued against them. Even when there are chargeable damages which are clearly beyond the normal industry standard levels of fair wear and tear we tend to overlook these providing we can still achieve a fair price.

However, sometimes a re-charge is unavoidable; please be assured that when we are obliged to impose a charge we are very sympathetic to the end user. Only the absolute minimum of work will be undertaken in order to achieve the price required at sale.

Occasionally vehicles are returned to us with un-repaired accident damage or damaged caused by vandalism and this will affect the price we can achieve for the vehicle. It might be worth noting that in some instances it would be more cost-effective for you to have the repairs done through your insurance company before returning the vehicle; in which case they would only be required to pay the Policy Excess rather than the full cost of repairing the damage as would happen once the vehicle has been returned to us.