

End of lease checklist

- All sets of keys are returned.
- Service Manual and Owner's Manual is in the glove box.
- All items supplied with the vehicle are placed in their original position.
- The vehicle meets all WOF standards and a current WOF certificate displayed on the windscreen.
- The vehicle has been serviced and maintained to the manufactures specifications including and any recall notifications dealt with in the required timeframes.
- All damage caused by impact this is "unacceptable" in the Fair Wear and Tear Guidelines is repaired.
- All signwriting is removed and any damaged paintwork repaired.
- Correct Tyre pressure.
- The vehicle is clean.
- RUC Paid up and a minimum of 1000kms in credit.
- Registration paid worth a minimum of 3 months.



At the end of your agreement

'Fair wear and tear' is the degree of deterioration that is reasonable for a vehicle – taking into account its age and the number of kilometres travelled.

This brochure should assist you in understanding what we mean by 'fair wear and tear' and to help you look after your vehicle for the term of your agreement.

If you have any questions, please contact your local Toyota Dealer or call us free on **0800 GO FLEET (0800 463 533)** and we'll be more than happy to help.



Vehicle Condition Requirements Passenger and SUV



For more information please contact us on
0800 GO FLEET
(0800 463 533)
or visit our website at
toyotafleetmanagement.co.nz



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Toyota Finance New Zealand trading as Toyota Fleet Management =

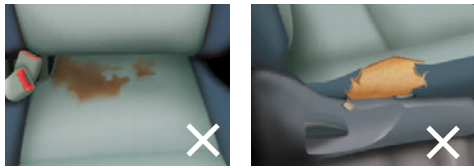
Seats, Upholstery, Carpet and Luggage area

Acceptable

- Fading caused by normal exposure to sunlight
- Stains that can be removed by steam cleaning

Unacceptable

- Burns, cuts, rips and tears
- Stains that can't be removed (e.g. oil, solvent, paint)
- Damage to seat structure
- Damage to boot lining
- Mismatched colours
- Excessive odour (e.g. dog, spilt milk, etc.)



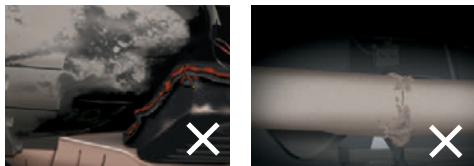
Underbody

Acceptable

- Minor scratches and scrapes

Unacceptable

- Oil leaks
- Extensive rust
- Damaged exhaust system
- Poor repairs
- Twisted or bent chassis
- Any damage to underbody considered a WOF/COF defect
- Foreign matter, i.e. lime, cement, concrete
- Impact damage



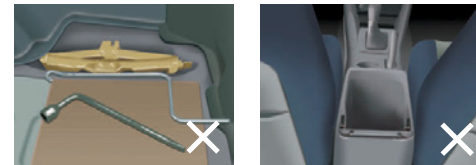
Accessories and Equipment

Acceptable

- Removal of any accessory fitted at the customer's expense provided this does not cause damage to the vehicle

Unacceptable

- Broken aerial
- Removal or damage to any accessories paid for by TFNZ or mentioned as an "Asset" on the lease agreement
- Missing cigarette lighters, badges, knobs, trims, tools, jack, spare wheel, spare tyres, service books, CD stacker, cartridge, tow bar, mud flaps and tonneau cover, SD Cards, USB/AUX covers, cargo liner/ boot mat, cargo net, cargo blind, parcel tray



Dashboard, Fascia and Trim

Acceptable

- Moderate scratches/markings up to 50mm long
- Fading caused by normal exposure to sunlight
- Stains that can be removed by steam cleaning

Unacceptable

- Scratches over 51mm long
- Burns
- Holes or damage caused by fitting or removal of accessories
- Missing items/ accessories e.g. radio, ashtray, cup holder
- Damage to electrics in front or infotainment screen, DVD player screen
- Missing headphones, DVD player remote
- Damage to steering wheel, gear changer or centre console lid



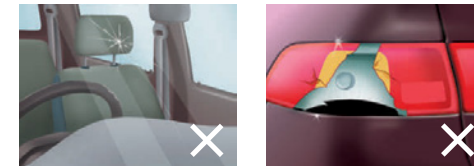
Glass, Lights and Mirrors

Acceptable

- Light scratching and minor chipping of windscreen outside of the CVA (Critical Vision Area) or lights if it has no bearing on WOF

Unacceptable

- Broken mirror glass, including mirror operation, electronics and housing
- Broken or cracked lights or surrounds (incl moisture)
- Any damage to lights and glass considered a WOF defect
- Any damage to the windscreen including chips, cracks, delamination, scratches larger than 10mm
- Damage to windscreen/rear screen electrics, i.e. radar, rain sensor, reversing camera
- Incorrectly installed or incorrect windscreen installed



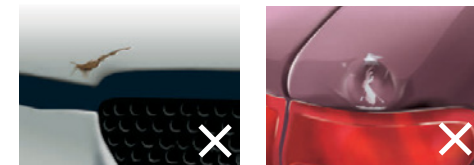
Bodywork including paint

Acceptable

- Dents not exceeding a depth of 2mm and a diameter of 20mm, (e.g. a \$1 coin) but no more than 3 per panel
- Minor stone pitting

Unacceptable

- Exposed undercoat or metal
- Hail damage
- Scrapes/ deep scratches over 100mm in length
- Misaligned panels
- Buckling
- Distortions
- Poor panel/ paint repairs including "orange peel"
- Damage to paint from sunscreen, bird droppings
- Spider rust caused by untreated paint damage i.e. chips



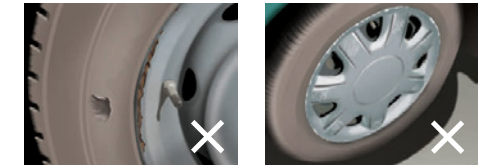
Tyres, Wheels and Trim (including spare)

Acceptable

- Minor scuffing and scratches to less than 30% of wheel, trim or alloy surface

Unacceptable

- Broken/cracked tyres and wheel trims
- Mismatched tyres, alloys and wheel trims. i.e tread patterns, tyre designation (A/T, H/T, etc), diameter, width
- Tyres that do not meet WOF standards
- Uneven tyre wear including outer edge wear
- Replacement tyres/ wheels that don't meet manufacturer recommendations
- Excessive kerb damage (greater 30% of the rim)
- Missing alloy/mag wheels or spare wheels
- Non-returned alloys included on the lease contract



Bumpers and Mouldings

Acceptable

- Minor scuffing and scratches to less than 100mm in length
- Minor stone pitting
- Dents less than 20mm in diameter

Unacceptable

- Any damage due to impact
- Broken bumpers and mouldings
- Cracked bumpers, holes
- Misalignment
- Gouging
- Peeling paint

