

Checklist car intake

Avoid unnecessary extra costs with the help of following tips before returning your vehicle:

- Clear the navigation and phone history and disconnect all apps connected to the car. Delete all your personal data. This can also be done by restoring your vehicle to 'Factory settings'. (55,- euro)**
(GPS history , addresses, contacts, calls)
- Ensure a minimum of fuel (at least 100 km range) or a minimum battery charge of 50% range. (95,- euro)**
- Remove all of your personal belongings from the vehicle.**
(sunglasses, mobile phone, CDs)
- Make sure the vehicle is cleaned, inside and outside.**
- Make sure you hand in all the keys including key codes. (385,- euro)**
- Report all damages in advance.**
You can report any damage sustained at www.alphabet.be or via the Alphabet app.
- Check if all following car documents are present:**
 - Vehicle registration license part I (Car part) (450,- euro)
 - Certificate of conformity (300,- euro)
 - Motor Vehicle Test (250,- euro)
- Make sure the vehicle is complete, including all leased options and accessories.**
(charging cables, audio equipment, roller covers, head restraints, roof box, roof racks, bike carrier)

Please note! If one or several of the above items are missing, the costs will be invoiced. Above mentioned costs are VAT exclusive.

**After inspection, it is not allowed to drive with the vehicle anymore.
Inspection date = End date of lease contract.**

Further questions?

Please do not hesitate to contact the Alphabet Driver Center by telephone at 03/459.54.30 or by e-mail at drivercenter@alphabet.be