

## Checklist car intake

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

- ☐ **Remove all of your personal belongings from the vehicle.**  
(sunglasses, mobile phone, CDs)
- ☐ **Delete all personal data.**  
(GPS history , addresses, contacts, calls)
- ☐ **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)
- ☐ **Make sure the vehicle is cleaned, inside and outside.**
- ☐ **Report all damages in advance.**  
You can report any damage sustained at [www.alphabet.be](http://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)
  - ☐ Radio codes (if applicable)
  - ☐ Alarm certificate (if applicable)
- ☐ **Make sure you hand in all the keys including key codes. (250,- euro)**

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](mailto:drivercenter@alphabet.be)