

VEHICLE TURN IN AND DELIVERY INSTRUCTIONS

Turn-In / Delivery Policy

When turning in a lease vehicle, the Participant **must** take delivery of a new or replacement vehicle. Failure to do this will be considered a termination of the lease and will result in the Participant being restricted from leasing a replacement vehicle for 24 months from the date of termination. Refer to the Termination Policy and Procedures Section of this manual for further instructions.

Lease Vehicle Receipt and Disclosure Form (LVR)

The Company Car Program participant designated your dealership as the delivery point for a new Corporate Vehicle. The dealer is responsible for reporting the receipt of your turn-in vehicle and/or delivery of your new vehicle via a new on-line reporting procedure at www.dconlinesales.com.

The participant is responsible for providing the turn-in and/or delivery information to the dealership representative. The dealer will need to verify the mileage and condition with the custodian before sending the on-line report.

While your vehicle will be processed immediately by the dealership, you must mail or fax your signed copy of this Lease Vehicle Receipt and Disclosure Form for our records to:

Chrysler LLC
4300 South Lapeer Road
Orion Township, MI 48359
Fax: (248) 754-1010

Control Numbers are no longer being issued. The on-line delivery and/or turn in process **must** be followed.

Turn-in Condition

The overall condition of the vehicle at the time of turn-in **must** exhibit the following conditions:

- The vehicle exterior must be **clean**. All non-manufacturer stickers/decals must be removed from the vehicle.

Turn-in Condition (Continued)

- The vehicle body exterior should be free of significant body damage (See “Accident and Emergency Road Service Section”). If the vehicle is altered due to the installation or removal of any non-factory installed accessories, it must be restored to its original condition.
- **The vehicle interior must be clean and free of debris. It must be free of stained or damaged trim and/or carpets, severely scratched or damaged garnish moldings, and/or instrument panels and damage caused by the installation and/or removal of accessories* other than original equipment.**

*Note: If the Participant chooses to remove the equipment upon vehicle turn-in, the vehicle must be restored to its original condition.

- The Participant must present the plastic folder containing the vehicle literature (owner’s manual) that was originally provided with the vehicle. The registration, two complete sets of keys, remote locking devices (if so equipped), and all original vehicle equipment (e.g., jack, lug wrench, spare tire and wheel, etc.) must be returned with the vehicle.
- The vehicle, including engine, drive train, brakes, steering, and all other equipment and options, must operate satisfactorily.
- The vehicle must contain sufficient anti-freeze to protect the cooling system to - 20 degrees Fahrenheit (regardless of turn in date) and a minimum of one-quarter tank of fuel. Oil changes must be up-to-date.
- Any damaged or defective tire(s) must be replaced prior to the vehicle turn in date. Replacement tires must match the original equipment.
- Any replacement wheels must match the original equipment.
- Windshields with multiple chips, bulls’ eyes and/or a single chip with evidence of further cracking **must be replaced. Windshield repairs are not authorized and should not be made at any time.**
- If the driver's visibility is impacted, regardless of the severity of the windshield damage, it must be replaced.

Vehicles that do not meet these requirements may be refused at the time of turn-in or the Participant may incur any cost associated with cleaning, equipment replacement and/or vehicle repair.

Vehicle Delivery

Participants are responsible for picking up the vehicle at the scheduled time. (Please note that vehicles may be subject to time delay due to required product analysis/testing).

All vehicles should be inspected upon delivery. If the vehicle does not meet original ordering specifications, please request the delivering facility to note the discrepancies on the LVR. Then contact your Car Coordinator immediately after taking delivery of the vehicle.

If the vehicle incurred transit damage, the repairs will be made prior to delivery. However, vehicles may be delivered with minor manufacturing defects as long as safety or drivability is not a factor. The driver must accept the vehicle as delivered and report any vehicle deficiencies via the PE/ Lease Survey System.

If the vehicle has minor interior or exterior defects, contact your Car Coordinator immediately after taking delivery of the vehicle. Note: Warranty repairs are an expense to the Corporation and items will only be repaired if the defect severely detracts from the appearance of the vehicle.

Deliveries Outside of Southeast Michigan

It is the responsibility of the Participant to familiarize him/herself with the delivering dealer instructions and provide the dealer with all necessary documents contained in the "Delivering Dealer Package",

Deliveries Within Southeast Michigan

All vehicles are delivered through the Lapeer Road Marshaling Center. Participants will be contacted when vehicles are available for pick up. Please do not call the Lapeer Road Marshaling Center, Company Cars, Logistics, Sales Distribution or other persons/departments to inquire about the vehicle's status or to request special handling. This will only delay deliveries.

Note: All titles must be sent to Lapeer Road Marshaling Center. Future orders may be blocked if the title is not stored at Lapeer. It is the responsibility of the participant to ensure that Lapeer Road has received the proper ownership documents or the participant will be required to apply for a replacement title. You will be notified by the Company Car Title Department if the title is not received.

Termination Policy and Procedures

The lease program is a 12-month program. The penalty for early termination is a 24 month suspension and/or additional lease payments on the turned in vehicle as follows:

- 0 to 10 months = 2 month's payment plus 24 month suspension
- 11 months = 1 month's payment with no suspension
- 12 months = no fee with no suspension

The lease may be terminated by either the Participant or Chrysler. If the Participant terminates the lease, he/she must submit a "Termination Form". The Termination Form can be located on the company car website under Forms. The form may be faxed or mailed to the address on the form.

Termination Policy and Procedures (Continued)

Within the Southeastern Michigan Area

Take the vehicle to the Lapeer Road Marshaling Center for turn in, no appointment is necessary.

Outside the Southeastern Michigan Area

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Other examples of vehicle terminations:

- Resignation/discharge: immediate turn in of vehicle
- Layoff/Leave of Absence: vehicle turn in 30 days from last day worked