



GUIDE TO RETURNING AN MG FLEET SOLUTIONS VEHICLE

April 2025

As you approach the end of your contract with MG Fleet Solutions, we want to help you avoid unnecessary charges, so we've put together this guide to returning your vehicle.

It outlines the returns process as well as what's expected of you, in line with our policy.



VEHICLE COLLECTION AND INSPECTION PROCESS

Handing your vehicle back What you need to know



We'll contact you several months before the end of your contract to discuss your options. So please make sure your contact details are up to date and if anything has changed, contact your MG Fleet Solutions representative to let us know.



As you near the end of the contract, you'll then need to contact us to arrange a date for inspection and collection. We don't automatically collect the vehicle at the end of your contract - you have to contact us to arrange this. You can choose a date that suits you, as long as it's a weekday and you've given us at least 5 working days' notice. Vehicles can be collected at any time between 8am and 6pm on the collection date, so you'll need to be available throughout. If you need to cancel the appointment for any reason, you must notify MG Fleet Solutions before 3pm on the day prior to the collection. If you don't notify us within this timeframe, you will be charged.



Before the collection date, follow the steps below ('What you need to do before collection') to help prevent unnecessary charges.



On collection day, an inspector will carry out a thorough independent assessment of the vehicle to check for damage. This usually takes around 40 minutes. At the end, you'll be asked to check and sign the report to confirm that the vehicle has been inspected and collected. We will then take the vehicle away.

In exceptional circumstances we may need to complete the inspection after collection (for example in extreme weather conditions, or where there is no signal).



We aim to review the inspector's report and get back to you with a copy of the damage report and any charges due within 48 hours, we will then issue your final invoice.



End of contract charges may occur if the vehicle, equipment or accessories are not used, maintained or looked after as originally agreed at the start of the lease. The charges compensate MG Fleet Solutions for the cost of repairing damage or replacing missing items. These charges can still be applied at the end of the lease in cases where MG Fleet Solutions decide (for commercial reasons) not to repair damage or replace missing equipment before the vehicle is sold. You can find more information [here](#).

What you need to do before collection

1-2 weeks before collection

A few days before collection

STEP 1

Make sure the vehicle is in good working order. This includes ensuring:

- It's cleaned inside and out
- The service history is up to date, with receipts as evidence if you've organised the servicing yourself
- It has a valid MOT certificate. This can be a paper copy, or recorded digitally. If you're not sure, you can check the MOT status of a vehicle [here](#)
- No lights are illuminated on the dashboard (including low fuel (see Step 9), oil pressure, or engine management).

STEP 2

Make sure the bodywork and trim are in good condition.

Full details of exactly what is and what is not acceptable (including measurements and charges) are included in the Car Damage Matrix, so please check this thoroughly. Please note that any repairs you choose to carry out before vehicle collection must be completed to a professional standard, with transferable warranties.

STEP 3

Make sure the interior is in good condition, and that there are no holes, burns, odours, scratches, tears or dents.

Full details of exactly what is and what is not acceptable (including measurements and charges) are included in the Car Damage Matrix, so please check this thoroughly.

STEP 4

Make sure the tyres meet the minimum UK legal requirements.

Full details are outlined in the Car Damage Matrix, so please check this thoroughly.

STEP 5

Make sure all glass on the vehicle is free from chips and cracks.

Full details of exactly what is and what is not acceptable (including measurements and charges) are included in the Car Damage Matrix, so please check this thoroughly.

STEP 6

Make sure there are no missing items (for example both sets of keys, parcel shelf, charging cables, headrests and handbooks must be returned with the vehicle). Missing items will be recharged.

Full details of exactly what is and what is not acceptable (including charges) are included in the Car Damage Matrix, so please check this thoroughly.

STEP 7

Make sure all personal belongings are removed from the vehicle and remove any personal data, including payment card information, from multimedia devices, vehicle applications and in-car entertainment systems.

MG Fleet Solutions are not responsible for any personal data or belongings left in the vehicle.

STEP 8

Check your final mileage and see how this compares to your contracted mileage.

For excess mileage, every mile over your allowance will be multiplied by the pence-per-mile charge - as shown in your contract. If you reset the vehicle's computer, make sure the mileage is in miles and not KM or you may be charged incorrectly.

STEP 9

Ensure the vehicle has at least 50 miles of fuel - or 100% of battery charge if it's electric - and that the fuel light is not illuminated.

BVRLA STANDARDS

We use industry standard guidelines, provided by the British Vehicle Rental and Leasing Association (BVRLA), to check your vehicle at the end of the contract, so we can be fair and consistent to all customers.

A summary of key allowable damage includes:

- Alloy scuffs up to 50mm in total around the edge of the alloy
- No more than 2 dents per body panel, each of which is under 15mm and not on the bend of the body panel
- Scratches (provided no bare metal or primer is showing)
- Small chips (provided they don't show signs of rust or sit within a dent)
- Scuffs and scratches to plastic trims (under 25mm each), as long as the moulding or trim is not broken, cracked or deformed.

You must include all sets of all removable items (including keys, parcel shelves, head-rests and service books) when returning the vehicle - these will be charged in full if they are missing.

In addition, you have the option to repair vehicles prior to collection, provided all work is up to a professional standard and evidence of warranty can be provided. If the repair is of a poor standard, the item will remain chargeable.



Interested in buying your vehicle?

You, or someone you know, could have the option to buy the vehicle. If your lease is due to end in the next three months, contact the team for a quote:



0345 266 5358

(Mon-Fri 9am-5:15pm)



Renewals@mgfleetsolutions.co.uk

BVRLA GUIDELINES



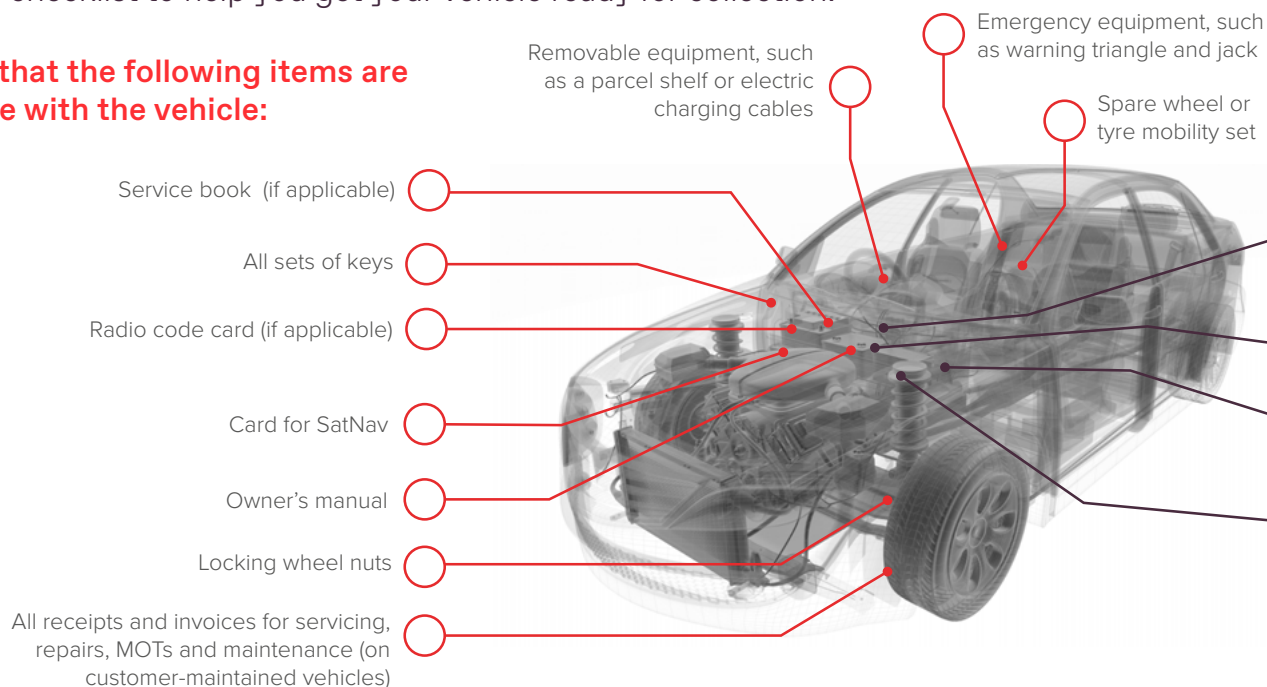
View the BVRLA Fair Wear and Tear Guide for cars



CHECKLIST FOR DRIVERS

Here's a checklist to help you get your vehicle ready for collection:

Ensure that the following items are available with the vehicle:



Remember to remove:

All personal data (including addresses in the satnav, and credit card/bank details in the entertainment system or mobile applications)

House keys from the key fob

Fuel cards, sunglasses, maps or other items

CDs or personal audio equipment such as iPods

You should:

Ensure that there are at least 50 miles of fuel (so that the fuel light is NOT illuminated) or 100% battery charge in the vehicle to enable it to be driven away.

Check it against the condition guidelines. Review the full BVRLA Fair Wear and Tear Guide which details the standards for the contract hire and leasing industry.

Arrange for any damage to be repaired. Please speak with your company contact (if applicable) or call the customer service team on **0345 266 5358** if we facilitate your accident repairs.

The vehicle must be roadworthy at point of collection, including tyres meeting legal requirements, a valid MOT and no dashboard lights should be illuminated.



Consult your vehicle manual for guidance on how to change the odometer from Kilometres to Miles (if needed). Any vehicles left in Kilometres and not Miles could lead to excess mileage charges being applied.

Items that are not present at time of collection will be charged. We do not accept items being sent after the vehicle has been collected as vehicles can be sold as early as 48 hours from the point of collection.

Personalised plates must be retained with the DVLA by you, and removed prior to collection. If you need help, please call us on **0345 266 5358** as this process can take several weeks.



What to do with connected devices:

- Ensure all personal data is deleted, including satnav addresses, credit card or bank details, contact information, and audio files.
- Cancel airtime or wifi accounts for the vehicle
- Cancel all connected services and functions
- Remove all mobile phone connections and cradles

END OF CONTRACT FAQS

Q. Will you charge me for wear and tear at the end of my contract?

A. We expect some wear and tear, but we would expect the vehicle to be returned in good condition for its age and mileage (see previous pages). At the end of your contract we inspect it, and if we find damage or excessive wear and tear you will be charged the cost of repair.

Q. How do you determine if the damage needs to be charged?

A. We use the British Vehicle Rental and Leasing Association (BVRLA) standards (see previous pages) - a set of guidelines used by the vehicle leasing industry. If the damage is over and above what is fair, we will charge for the cost of repair or replacement.

Q. How much do repairs typically cost?

A. Average charges are set out on the following page, with more detail in the Car Damage Charge Matrix. The type of repair needed will obviously depend on the severity of the damage.

REPAIR DEFINITIONS

Paintless dent repair (PDR)

Dents are pushed or pulled out by a technician to achieve a repair without the need to refinish the panel (not applicable on damage near edge of any door). Usually this is typically done from within the inside or back of the panel. Not all dents can be dealt with in this way.

Refinish

This covers a chip or scratch outside acceptable BVRLA standards, where a panel needs to be resprayed (but no other work is required before painting).

Repair and refinish (RDR)

A dent outside acceptable BVRLA standards, where the panel needs to be repaired or filled before painting.

Replace

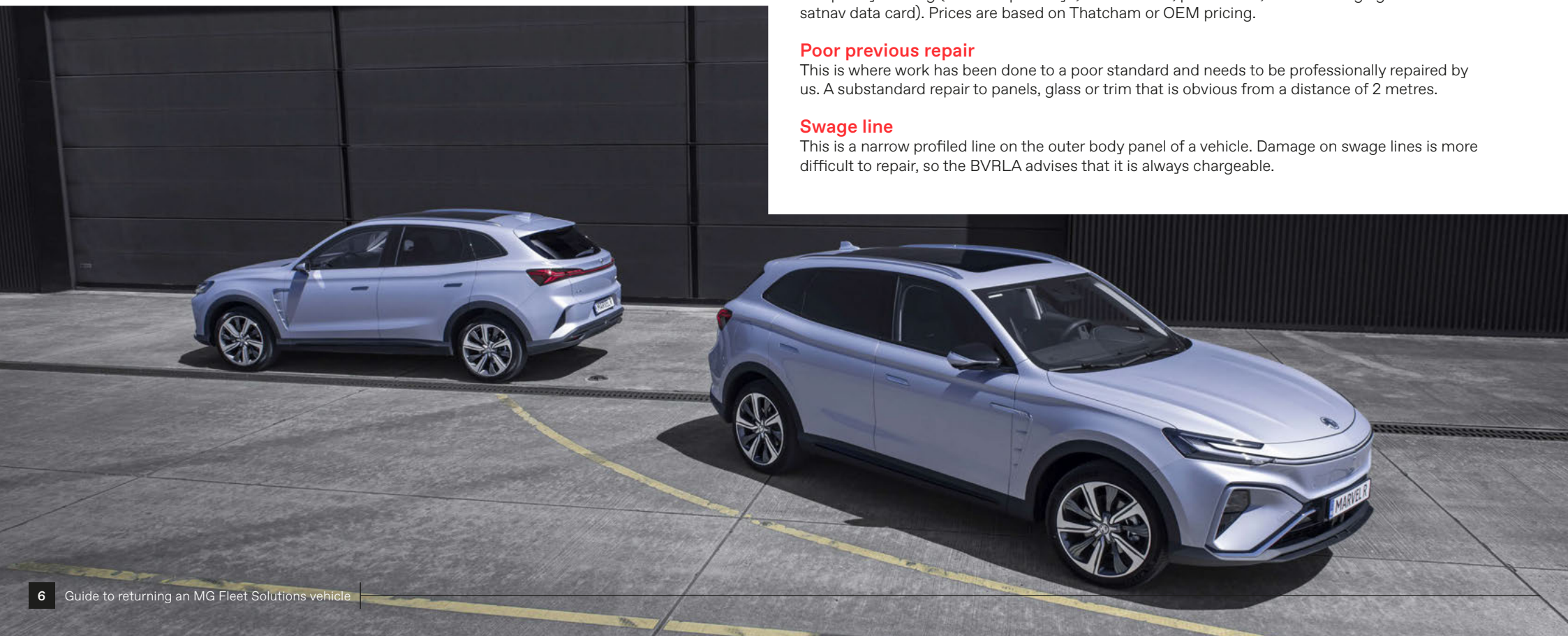
This is either where damage is beyond repair and the part needs replacing, or an item is completely missing (such as spare keys, service book, parcel shelf, electric charging cable or satnav data card). Prices are based on Thatcham or OEM pricing.

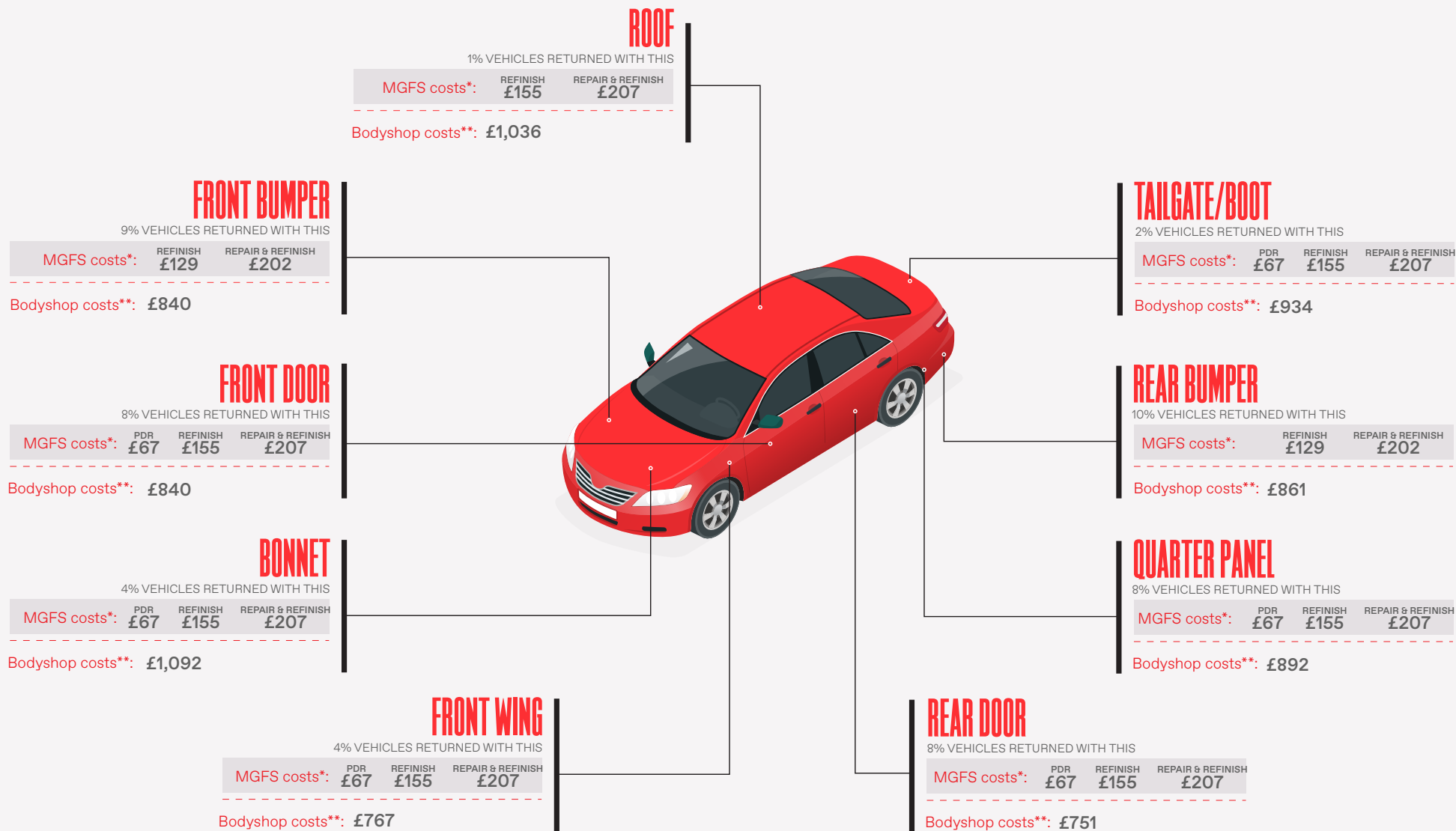

Poor previous repair

This is where work has been done to a poor standard and needs to be professionally repaired by us. A substandard repair to panels, glass or trim that is obvious from a distance of 2 metres.


Swage line

This is a narrow profiled line on the outer body panel of a vehicle. Damage on swage lines is more difficult to repair, so the BVRLA advises that it is always chargeable.



FRONT SCREEN
3% VEHICLES RETURNED WITH THIS
MGFS COSTS*
REPAIR: £47 REPLACE: £233



KEY REPLACEMENT
4% VEHICLES RETURNED WITH THIS
MGFS COSTS*
BASED ON THATCHMAN PART PRICE†



SERVICE BOOK
2% VEHICLES RETURNED WITH THIS MISSING
MGFS COSTS*
£115



ALLOY
37% VEHICLES RETURNED WITH THIS
MGFS COSTS*
£69

*The 'MGFS costs' are the amounts you would pay for each of these repairs, based on latest MG Fleet Solutions rates (updated April 2025).

**Costs are based on actual bodyshop costs for a mid-size hatchback.

†Thatcham part price correct as at the time of publication. Where the Thatcham part price is not available, the charge is based on the OEM (original equipment manufacturer) price.

Full details can be found in the Car Damage Charge Matrix.



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