

LEASE-TAKE-OVERS



THE PROCESS & CHECKLIST

For Buyers and Sellers

Checklist Note: Please print out and carefully read this guide every time you make an appointment to view a prospective vehicle in order to have all of the necessary information available to make a lease-take-over deal and to avoid any potential future issues.

Taking over an existing lease package is a simple process that combines formal new car dealer leasing and the traditional elements of a private used car purchase.

After careful review of the extensive Leasebusters inventory galleries; the new customer (the Buyer) selects the vehicle(s) to pursue. Each vehicle within the Leasebusters inventory gallery has a complete Details Page which explicitly documents all of the parameters and features of the vehicle and the lease package attached thereto. The Seller's name and contact information are also found on this coveted Details Page. Upon creation of a shortlist of vehicles; the Buyer should follow this procedural checklist:

Add a checkmark after task has been completed

- Print out a copy of the Details Pages of your shortlist of subject vehicles
- Make appointment with the Seller to view the car
- Be certain to call should you have to cancel or postpone your appointment
- Upon visual inspection of the vehicle; request a test drive/road-test - "See Apex Vehicle Inspection"
- Ensure vehicle options & odometer reading are consistent with Details Page
- Review maintenance and service records (if available)
- Request copy of original lease to ensure consistency with Details Page info

If the vehicle has met or exceeded your expectations and you would like to move to the next phase of the process; simply follow the next series of steps:

Add a checkmark after the task has been completed

- Seller should have a leasing company credit application to complete
- Thoroughly complete credit application and sign in appropriate area(s)
- Submit application to either leasing company or Business Office of dealership
- Original lessee will supply dealer contact name, ph. # and fax #

The Lease-Take-Over transaction is fully predicated on the leasing company's credit approval of the buyer. Both the seller and buyer must be fully aware that a deal will not occur without credit approval.

A Lease-Take-Over "offer-to-lease" should be made if both Seller and Buyer are ready to make a deal (subject to credit approval). The next set of checkboxes

outlines the Leasebusters recommended pre-delivery steps which are the essential components of the "offer-to-lease". It is recommended that you use either the Leasebusters supplied offer-to-lease template or a reasonable facsimile

Add a checkmark after the task has been completed

- Credit application has been submitted to leasing company
- Vehicle inspection by accredited service facility to be arranged - "See Apex Vehicle Inspection"
- Vehicle passes inspection performed by accredited service facility
- Credit approval has been granted to the Buyer by leasing company
- A delivery date is arranged for the vehicle exchange and document execution
- The accredited service facility will perform licensing duties if requested

DELIVERY AND CLOSING THE DEAL

Leasebusters recommends that you make arrangements with the dealer contact to take delivery directly from the original selling dealership. The original selling dealership will be able to license the vehicle on your behalf and the lease transfer contracts typically are sent to the dealer by the leasing company. Please make sure that all of the financial components of the deal have been completely satisfied prior to signing-on (executing) the lease transfer contracts (and/or prior to taking physical delivery of the vehicle). As well; make sure both parties (original lessee and new lessee) are present during the closing of the deal (save and except for a cross province transfer). In terms of the cash incentive (or down payment); make sure the financial components of the transaction are completed with certified funds, bank draft or cash.

THE SUMMARY

- Vehicle Selection
- Vehicle Viewing and Road Test
- Offer-To-Lease
- Credit Application: Submission and credit decision
- Successful Vehicle Inspection
- Financials (lease transfer fee, cash incentive etc)
- Lease transfer contract execution
- Delivery of vehicle

Apex Vehicle Inspections

Use LeaseBusters' approved Apex Vehicle Inspections to inspect vehicle for excess wear & tear. Apex also inspects out of town vehicles on your behalf and sends you a comprehensive condition report. Call Apex toll free at 1-888-684-2739