

# Personal Contract Hire



## The basics

### What it is

Personal Contract Hire gives you an easy way to lease a vehicle for a set period of time. The rentals are fixed for the term of the lease and then you hand the vehicle back.

### You might be interested in Personal Contract Hire if:

- You want to pay a fixed monthly amount for your vehicle
- You want to drive a brand new vehicle
- You like to change your vehicles regularly
- You want a fixed monthly price that includes road tax
- You can add fixed price maintenance and recovery

### Personal Contract Hire might not be for you if:

- You want to own your vehicle
- You like to keep your vehicles for more than 5 years
- You prefer to drive used vehicles

## Key details

- **Road tax:** Included for the full length of the contract (excluding annual increases, which are recharged)
- **Amendments:** Yes, to mileage and term (but only after 12 months)
- **Maintenance:** Optional
- **Recovery:** Optional
- **Excess mileage charge:** Yes
- **Possible additional costs:** If you get any fines (such as speeding or parking), we will transfer these to you where possible. Some fines may need to be paid by us directly, so we will do this and recharge you. A £15 administration fee will apply for all fines managed by us.

## What you can do at the end of your contract

1. **Give the vehicle back to us.** Just call your broker at least three days before you want to return the vehicle and they will sort everything out for you. It's worth reading the BVRLA 'Fair Wear & Tear Guide' before this time too, as it explains what counts as fair wear and tear.
2. **Add an extra six or 12 months to your contract (a 'formal extension').** Contact your broker and they can explain what's involved and arrange it for you if you want to go ahead.

## If you want to end your contract early

You can end your contract after 12 months or once you have paid at least £1,500 (including VAT and services). Just contact your broker and they will arrange a quote for the 'early termination' (which will equal 50% of all the rental payments you still have to make on the contract). We will also apply our usual fair wear and tear rules on the returned vehicle.

## Responsibilities

	LeasePlan	Customer	
<b>Insuring the vehicle</b>	✗	✓	You must arrange fully comprehensive insurance for the vehicle.
<b>Paying the road tax</b> (Vehicle Excise Duty)	✓	✗	This is included in your monthly rental, but if the fee increases, you may receive an extra charge to cover it.
<b>Repairing any vehicle damage</b>	✗	✓	You must ensure any damage is repaired either through your insurance or at your own cost.
<b>Windscreen repair cover</b>	✗	✓	You may be able to arrange cover with your insurer.
<b>Accident management cover</b>	✗	✓	You may be able to arrange cover with your insurer.
<b>Roadside assistance and Breakdown cover</b>	Optional	Optional	You can choose to have this cover through us OR you may be able to arrange cover with your insurer.
<b>Vehicle maintenance</b> (annual servicing, MOT, tyres)	Optional	Optional	You can choose to have this cover through us and it will be included in your monthly rental. Maintenance excludes misuse, accident damage and vehicle glass. OR you choose this do this yourself and must ensure that the vehicle is maintained in line with manufacturer recommendations.
<b>Paying fines or penalties</b> (such as speeding fines, parking fines or congestion charges)	✓	✓	If you get any fines (such as speeding or parking), we will transfer these to you where possible. Some fines may need to be paid by us directly, so we will do this and recharge you. A £15 administration fee will apply for all fines managed by us.

## Jargon buster / Key terms

**Amendments:** If a service allows amendments, this means you can make changes to your contract once you have signed it. If it doesn't, you can't.

**Early termination:** This just means ending your contract early. When, and if, you can do this will depend on the type of service you have.

**Excess mileage charge:** Your monthly rental payment is based on several factors, including the maximum distance you expect to drive. If you go over this distance, you will have to pay the excess mileage charge, which is usually calculated on a per mile basis and stated in your contract.

**Fair wear and tear:** We know that vehicles won't be returned in showroom condition after several years of driving. Fair wear and tear is the amount of damage that we consider to be reasonable for the time you've had the vehicle. If you go over this level, you may have to pay for the vehicle to be repaired.

**Maintenance:** If you choose maintenance, you pay a fixed monthly amount that then covers many of the additional costs involved in keeping a vehicle on the road, such as maintenance, servicing, MOTs and new tyres (excluding misuse or accident damage).

**Recovery:** Helps you if your vehicle breaks down or doesn't start.

**Term:** How long the contract lasts. (You might also see this referred to as the 'duration').



## Comparing your leasing options

	Drivewise	Personal Contract Hire
Can return the vehicle at the end of the contract	✓	✓
Can buy the vehicle at the end of the contract	✓	✗
Can end the contract early	✓	✓
Can extend the contract and lease the vehicle for longer	✗	✓
Can change the contract once it has started	✗	✓
Includes road tax in the first year	✓	✓
Includes road tax in the following years	✗ (Arranged by LeasePlan and recharged annually)	✓
Includes optional maintenance	✓	✓
Includes optional recovery	✓	✓
Excess mileage charge (if vehicle is returned)	✓	✓

