

A MESSAGE FROM

John M. Leary
President

This information has been prepared to help you maintain your leased car in a safe and economical way. In preparing it, we have utilized the experience gained in over sixty years of fleet management.

Each model year, the information is updated to bring you the latest available information and suggestions. You can help to keep your automobile costs at a minimum by following these recommendations. Your suggestions are always welcome at Motorlease. Please feel free to contact us with any suggestions or ideas that will enable us to be of better service to you.

**MOTORLEASE PERSONNEL ARE
HERE TO SERVE YOU!**

Should you experience difficulties or have any questions concerning your lease, please do not hesitate to contact us directly.

To enable our personnel to serve you efficiently, please direct your communications, being sure to include your car number, to the department responsible:

	<u>Ext. #</u>
Accounts Payable	313
Accounts Receivable	314
Customer Service	324
New Car Order Status	326
Insurance	315
Maintenance, Tires	Option 3
Registration	315

You will find our staff most courteous and helpful. However, should an occasion arise where additional help is needed, please feel free to contact:

Jack Leary	<i>President</i>
Beth Kandryszewicz	<i>Chief Financial Officer</i>

Please call us rather than contacting your home office or branch manager about repairs. It is extremely difficult to communicate a problem through a third party.

Toll Free: 1-800-243-0182
Telephone: (860) 677-9711
Fax: (860) 674-8677

Although your registration is in our name, we do not always receive the application for renewal from the Motor Vehicle Department or County. If you do receive the application for renewal directly from the Motor Vehicle Department, please hold it until you receive a Power-of-Attorney and other necessary papers from Motorlease to renew your registration.

You should receive your renewal papers from Motorlease approximately three weeks prior to the expiration and/or grace date for your state. It is not necessary to contact Motorlease unless papers are not received by that time.

It is your responsibility as the car operator to see that the required state inspections are performed.

TAXES

Please do not list our vehicle as personal property in conjunction with your personal property tax filing, unless it is required by law. If required, list our vehicles only on those lines specifically provided for leased vehicles. Otherwise, bills and filings could be sent directly to your home address, creating the possibility of dual assessments and payments.

In the majority of cases, all filings will be taken care of from our office.

TRAILERS

You may attach a small trailer to your car; however, before doing so, write Motorlease. The expense incurred by the installation, removal, or wiring problems connected with a trailer are to be paid by you. Damage to the car or bumper resulting from the hitch, or the trailer, will be charged to you.

RECALLS

Motorlease Corporation recommends that you periodically check for recalls on your leased vehicle by going to the 'Client Log-in' page on our website and clicking the 'Safercar.gov' link:

<http://www.motorleasecorp.com/CustomerLogin/>