

MAINTENANCE

So-called "Periodic mileage inspections or checks" are under no circumstances authorized by Motorlease except for those required by state law.

Routine Maintenance - This type of work can be performed at any garage. **It is the driver's responsibility to maintain adequate fluid levels at all times.** Motorlease holds a National Account with a number of facilities which can provide routine maintenance for your vehicle. By having services performed at these facilities, you can avoid out-of-pocket expenses for routine maintenance. For your convenience, we have National Accounts with the following facilities:

Aamco	Michelin
Chrysler Servicenet	Midas
Firestone Tire Centers	Pep Boys
Ford Quality Care	Sears
Goodyear Tire Centers	Tire Kingdom
Jiffy Lube	Valvoline Instant Oil Change

Minor Maintenance and Repairs - Such as motor tune-ups, brake relining, front end alignments, etc., may be done at any garage.

Major Maintenance and Repairs - Repairs covered under the warranty should be performed at an authorized dealership of the same make car you are driving. Work not covered under warranty may be done in a garage other than an authorized dealership. However, Motorlease strongly recommends the use of a dealership for all major repairs.

Motor Tune-ups - Most vehicles have engines that are equipped with platinum tipped spark plugs that are good for 100,000 miles. Under most conditions, these vehicles will not require a tune-up and the plugs should not be replaced as a routine maintenance item. Most engine performance problems are not the fault of the spark plugs. They should be replaced only if proven defective.

Tires - Motorlease purchases tires by means of a National Account with certain tire brands. When you find that tires are needed, please locate one of these major tire brand stores and ask them to call Motorlease for a Purchase Order on the National Account prior to proceeding with the work. Once this order has been issued, the tire store will mount the tires and bill Motorlease without any cash outlay on your part. The major tire brand stores are listed below:

Goodyear Tire Centers	Michelin
Firestone Tire Centers	Sears
Tire Kingdom	Pep Boys

Tire Failure - Go to a factory store or distributor of the brand of tire which failed. Contact Motorlease for a Purchase Order on an adjustment basis.

Alignment of Front Wheels - Should only be done when unusual tire wear caused by poor alignment is noted.

Brakes - Disc brakes should last 30,000 miles under normal driving conditions. Do not rest your foot on the brake pedal while driving. If brakes begin to grab, grind, or squeal, have them checked immediately. Brakes can be a very expensive item when you allow drums or discs to become scored.

Oil, Engine, or Hot Lights - Should they come on while your engine is operating, STOP your car immediately. Continued operation will cause serious engine damage. Have the car towed, if necessary, to the closest dealer and advise Motorlease.

Struts and Shock Absorbers - Rarely need replacing, but are blamed for all sorts of problems. Replace them when necessary with original equipment. Do not rely on information supplied by tire stores or service stations as to worn shocks; contact Motorlease.

Radio Repairs - Your local repair shop should be able to replace the fuse if it's blown. If this is not the problem, bring the vehicle to a car dealer for repair or replacement.

Diesel & Turbo Engines - Diesel and turbo-charged cars require oil and oil filter changes at 3,000 mile intervals. Diesel engines require special oil. It is our recommendation that you strictly adhere to this maintenance schedule as severe damage can result if ignored.

If the battery fails during the first 12 months, contact any dealer; after 12 months, contact a national tire distributor.

Antifreeze - Never flush your antifreeze. Add to the present solution and keep it all summer, as it cools better than water. Manufacturers suggest that you use the same coolant for two years. Don't drain and flush unless your car has a specific problem. It is the driver's responsibility to maintain adequate anti-freeze levels, to keep the engine and/or radiator from freezing.

WARRANTY

Take full advantage of your warranty. If in doubt with regards to the car, battery, radio or tire warranties, contact Motorlease. Occasionally a dealer may not perform work on your car because "it was purchased elsewhere" or because the work is to correct something not done during the "pre-delivery" or "make ready" inspection. In most instances the dealer will perform the work if he/she is told that Motorlease will pay as billed, or if you pay cash or by credit card. If Motorlease feels that work billed is warranty work, we will go directly to the manufacturer for reimbursement after having paid the dealer or reimbursed

Please refer to your car's warranty booklet or contact Motorlease if you have a question on what repairs are covered under the car manufacturer's warranty.

REPAIR EXPENSE / REIMBURSEMENT

1. When possible, have the repair facility bill Motorlease directly. To set up a charge account at your local garage, please provide us with their name, address and phone number. We will forward the necessary information directly to them. **We cannot pay from statements.** When possible, be sure that either you, or the dealer, submit the original invoice to Motorlease.
2. If the garage will not bill Motorlease directly, pay cash or with a credit card, and send the original invoice, along with a receipt, to Motorlease for reimbursement. In order to receive reimbursement for invoices that are covered under your Motorlease Maintenance Program, paperwork must be submitted to our Corporate Office within sixty (60) days of the date of service.
3. Invoices or bills must be itemized or be accompanied by an itemized work order that includes the Motorlease vehicle information.

ITEMS NOT COVERED BY LEASE

Motorlease does not pay for washing, waxing, gasoline, violations, rental cars, or garaging.

IF REPAIRS COSTING MORE THAN \$75.00 ARE REQUIRED, contact Motorlease for authorization. Expenses in excess of \$75.00 are not covered when not authorized by Motorlease prior to the work being performed.

MINIMUM ROUTINE MAINTENANCE SCHEDULE

HAVE THESE SERVICES PERFORMED AT THE FOLLOWING MILEAGE INTERVALS:

WEEKLY:

Check tire pressure, coolant level, uneven tire wear, oil level

EVERY 5,000 MILES:

Change engine oil & filter, check all fluids / lubricants

EVERY 10,000 MILES:

Rotate tires

EVERY 20,000 MILES:

Check air cleaner element

EVERY 30,000 MILES:

Check brakes
Check cabin filter (if equipped)

(Drivers of diesel or turbo-charged engines should refer to the owner's manual)

Failure to follow this schedule can result in charge-backs to your company!