

Stop A Lease Takeover Checklist

- Complete and sign the “Lease Transfer Agreement” form.
- Contact the leasing company to obtain the forms necessary for the lease transfer. These forms should include a credit application for the new lessee. At the same time, remember to inquire about all costs from the leasing company and the delivering dealer for the transaction inclusive of the inspection fee and re-licensing costs.
- Obtain an original signed copy of the lease agreement** and ensure that all the details and conditions have been disclosed and make sure they are incorporated into “The Lease Transfer Agreement” form. At the same time check with the leasing company that there are no amounts in arrears and all conditions of the lease agreement have been fulfilled up to and including the proposed date of transfer.
- Complete a visual inspection and if possible a road test. Once you have received notification from the leasing company that your credit is approved and they are prepared to affect the transfer, have a professional mechanical and body inspection performed on the vehicle. This inspection should be done by a franchised dealer and at the same time request a copy of the maintenance history.
- If the vehicle is to be shipped to another location for delivery, make sure that a firm written quote has been obtained and that there is an agreement as to who will absorb this expense. It is also important that there is insurance coverage on the vehicle while in transport.
- Ensure that all the financial aspects of the transaction have been satisfied between the parties. Exchange of funds should only be made by certified cheque, bank draft or cash
- Once the above steps have been completed make the final arrangements with the leasing company or franchised dealer for the delivery and request that they take care of re-licensing of the vehicle..

Stop A Lease Inc does not stock or sell any of the vehicles included on its database and is not a vendor or an authorized dealer.

This form is provided only as a convenience to the parties of this transaction, and through use of this document, the parties unconditionally and irrevocably discharge Stop A Lease, its officers, directors and shareholders from any responsibility for damages related to its use and/or transaction.