

# **DAMAGE CATALOGUE**





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## **PREFACE**

The purpose of this catalogue is to present in a clear and understandable way the types of damage to vehicles returned after the lease contract expires, as well as to prevent possible misunderstandings as a result of unforeseen expenses arising after the vehicle is returned.

When assessing the damage should be calculated the most economical (technically possible) and rational repair, e.g. straightening a deformation without repainting, painting microareas, repairing plastic parts.

This guide assumes normal vehicle loading and operation according to the mileage. It does not replace expert opinions, but it helps to identify damage to the vehicle that may reduce its resale value.

# ASSESSMENT OF THE TECHNICAL CONDITION OF THE VEHICLE

- Inspection of the vehicle is conducted in a suitable area protected from weather conditions and with sufficient ambient light.
- The vehicle should be cleaned thoroughly inside and outside.
- The assessment is performed in the following sequence:
- 1. Body
- 2. Paint
- 3. Glazing
- 4. Wheels
- 5. Interior
- 6. Installations and additions
- 7. Mechanical and electrical systems
- 8. Load compartment
- 9. Missing parts

The damage catalogue distinguishes between acceptable damage and damage the customer is accountable for.



Damages that are not invoiced: Class 2



Damages that are invoiced: Class 3 or 4

Typical damages are described with examples in the damage catalog - with text and images.

7.



# A. Mechanical condition

Assessment	Condition description	Explanation
Class 1 Particularly good	Impeccable with no signs of wear and tear. Maintenance according to schedule. Corresponding mileage or lower.	As-new in accordance with the local mandatory standard, no wear and tear and, considering the life expectancy of the vehicle, traffic and operational safety correspond to the manufacturer's delivery and quality standards for new vehicles. Proof of routine servicing. Mileage acc. to the Eurotax guideline. Safety systems operational.
Class 2 Good	Little wear and tear. No repairs needed. Valid mandatory vehicle safety check certificate, required maintenance was carried out, predelivery inspection carried out, corresponding mileage.	Little wear and tear, no repairs needed. Proof of routine servicing, all maintenance and service work required by manufacturer has been carried out and entered in the service booklet; mileage acc. to the Eurotax guideline. Safety systems operational.
Class 3 Sufficiently roadworthy	Normal wear and tear. Repair or maintenance work corresponding to average mileage is necessary. Valid mandatory vehicle safety check certificate.  Repair or maintenance work corresponding to wear and tear of the (e.g. battery, powered axles, fan belt, steering, drive belt), incomp inspection carried out. Normal wear and tear, in good working ord mileage. Safety systems operational.	
Class 4 Defective	Major repair work or overhaul required. Any kind of non-standardized engine tuning. Does not meet traffic safety requirements and/or is not roadworthy.	Does not meet traffic safety requirements and does not pass the mandatory vehicle safety check. Major repairs or overhauls required, e.g. catalytic converter, brake system, chassis, floor assembly, damaged by accident or visible alignment marks. Unaccounted or above-average mileage, no proof of service available.

# B. Body

Assessment	Condition description	Explanation
Class 1 Particularly good	Completely undamaged. No bumps. No scratches. No rust spots.	Completely undamaged, without prior damage, dents, bumps or scratches, no stone impact or glass damage, no rust spots. Proof of any prescribed corrosion protection test is available. Safety systems operational.
Class 2 Good	Small dents or scratches. Minor stone impact.	Scattered small dents, bumps, or scratches, stone impact, repaired glass damage, original accessories available. Standardized accessories, e.g. skirting, flared wings. Proper repair after accident with screwed original parts or identical spare parts with the same life expectancy as the original parts. Proof of corrosion protection test is available. Slight accident damage to secondary body parts, repair carried out in accordance with manufacturer specifications. Safety systems operational.
Class 3 Sufficiently roadworthy	Dents and scratches. Slight body damage. Various rust spots. Earlier accident damage repaired but traces are visible. Unsuitable accessories installed.	Dents, bumps, scratches, slight body damage. Rust spots here and there, primary and secondary bearing floor assembly not significantly corroded. Earlier accident damage was repaired but traces are visible. No proof of corrosion protection test. Safety equipment, safety belts. Safety systems available and operational.
Class 4 Defective	Major accident damage. Significant rust-through. Damage to load-bearing parts. Does not meet traffic safety requirements.	Major accident damage. Significant rust-through or damage to the exterior surfaces, damage to load-bearing body parts (primary parts) of the floor assemblies, e.g. visible deformation and even rust-through of longitudinal and transverse beams.

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## C. Paint

Assessment	Condition description	Explanation
Class 1 Particularly good	Original paint preserved as-new, glossy without stains or scratch marks.	Original paint in accordance with the local mandatory standard, as-new, glossy in accordance with manufacturer specifications, without scratch marks, slight marks from carwash possible.
Class 2 Good	Original paint or good repainting. Small scratches, minor stone impact. Dull patches or slight corrosion.	Original paint in accordance with the local mandatory standard, very good repainting with an equal life expectancy as factory paintwork. Small paint defects and minor stone impact. Inclusions, hardly detectable scuff marks, and slightly uneven spots can be tolerated.
Class 3 Sufficiently roadworthy	Matt, corroded paint, or bad paintwork. Spot repairs necessary. Rust spots, stone impact.	Weather-worn, matt paint, varnishing possible or repainting necessary. Visible colour differences, spot repairs necessary, stone impact and rust spots, repair necessary.
Class 4 Defective	Repainting necessary. Large rust spots or rust stains. Various repaint jobs with the wrong colour.	Repainting with an equal life expectancy as factory paintwork or corresponding to the current value of the car is necessary. Large-scale rust spots or rust under the paint.

## D. Interior

Assessment	Condition description	Explanation		
Class 1 Particularly good	No traces of wear and tear on seats, upholstery, or floor mats (carpets), loading area without abrasion spots.	No traces of wear and tear on seats, upholstery, or floor mats and carpets, boot without any visible signs of usage, loading area without traces of abrasion or usage. Dashboard without traces of usage or damage.		
Class 2 Good	Minor traces of wear and tear on seats, upholstery, or floor mats (carpets). Loading area has traces of usage. Radio removed.	Tiny traces of wear and tear on seats, upholstery, or floor mats and carpets, boot or loading area.  Dashboard without traces of wear and tear and no traces of removed special equipment such as phone holders, radio, and loudspeakers.		
Class 3 Sufficiently roadworthy	Clear traces of wear and tear on seats, upholstery, or floor mats (carpets), stained and dirty. Loading area suffered heavy use. Traces of water intrusion.	Traces of wear and tear are visible on seats, upholstery, or floor mats and carpets, stains are also discernible. Boot or loading area suffered heavy use and is very dirty and stained, damage caused by water intrusion. Dashboard with slight traces of wear and tear, but traces (holes) of removed additional equipment (e.g. mobile phone holder).		
Class 4 Defective	Repair or replacement of seats, upholstery, or floor mats (carpets) absolutely necessary. Very dirty. Damage caused by water intrusion.	Damage or strong wear and tear on seats, upholstery, or floor mats, replacement or repair is necessary.  Very dirty, traces of violent impact in the boot or loading area. Visible damage caused by water intrusion.  Dashboard damaged, scratches and cracks or holes are discernible.		

Condition assessment 7

## E. Other

Assessment	Condition description	Explanation
Class 1 Particularly good	Tyre wear up to 40%. Original dimensions. Original locking system and user manual available.	Original tyre dimensions or different tyre set approved by manufacturer (type-approved). Original spare tyre, original rims or type-approved alloy rims by manufacturer. Tyre tread above 60% depth of new tyre tread, also spare tyre, minus the mandatory minimum tread depth, no visible damage. Engine bay and boot in original condition, no additional installations that may reduce the vehicle's value. Locking system with remote unlocking (if factory-installed), code card and number code, complete according to user manual.
Class 2 Good	Tyre wear up to 60%. Original dimensions. Original locking system and user manual available.	Original tyre dimensions, tyre tread between 40% and 60% of new tyre tread depth, also spare tyre, minus the mandatory minimum tread depth, no visible damage. Tyres and rims only in dimensions that are approved by manufacturer or were standardized later. Engine bay and boot slightly dirty, no visible damage to the rims. Impeccable spare wheel. Locking system with remote unlocking (if factory-installed), code card and number code, complete according to user manual.
Class 3 Sufficiently roadworthy	Tyre wear up to 80%. Locking system complete and user manual available, type-approved rims.	Original tyre dimensions, tyre tread between 40% and 20% of new tyre tread depth, also spare tyre, minus the mandatory minimum tread depth, no visible damage. Type-approved rims (general TÜV inspection certificate available). Boot and engine bay dirty, minor damage to the rims. Mats or cardboard frayed. Locking system with remote unlocking (if factory-installed) code card and number code, complete according to user manual.
Class 4 Defective	Tyre wear up to 100%. Unsuitable dimensions or worn down on one side. Traces of violent impact. Locking system and user manual are incomplete. All kinds of nonstandardized vehicle modifications.	Not the original tyre dimensions. Tyres very worn down on one side. Tyres or rims not type-approved. Tyre tread only 20% depth of new tyre tread, minus the mandatory minimum tread depth, spare tyre missing or not type-approved. Engine bay and boot very dirty, damage caused by violent impact discernible. Locking system with remote unlocking, code card, number code or user manual incomplete. Not type-approved modifications to the vehicle such as e.g. spoilers, chassis, steering wheel, sports seats, skirting, etc.

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# **Explanations of condition assessment**

Term	Definition
Mileage, according to Class 1	Mileage acc. to Eurotax or lower
Mileage, according to Class 2	Mileage only according to Eurotax
Mileage, average, Class 3	Mileage acc. to Eurotax or higher
Mileage, unaccounted for	Odometer replacement, actual mileage cannot be completely verified in writing
New car delivery standard	Acc. to EU directive, not older than 6 months as of first registration and maximum of 6,000 km; e.g.: A 5 months-old vehicle with a mileage of 7,000 km does not comply with Class 1
Inspection	Pre-delivery inspection, checkup, addition of liquids, etc.
Proof of routine servicing	Routine servicing according to manufacturer guidelines, entered in the service booklet
Safety systems	Passenger systems, e.g. ABS, safety belts, airbag, EDS, ESP, ASR (no retrofitted anti-theft devices)
Bump	A raised area on the surface
Dent	A hollow in the surface
Dents, scattered, Class 2	Not more than 3 dents per screwed body part
Dents, bumps, small, Class 2	Not larger than a 2-euro coin
Dents, bumps, medium, Class 3	Larger than a 2-euro coin
Scratches, minor, Class 2	Larger than a 10-cent coin
Stone impact, minor	To be remedied by applying the first paint layer or varnish; not more than stone chip marks up to 2 cm, without presence of rust and no more than 3 per part
Secondary body parts	All screwed parts
Slight body damage, Class 3	No body parts needing replacement
Unsuitable accessories, Class 3	Reduces resale value (e.g. not factory-installed sport seats)
Uneven paint areas	Gloss differences on transition areas
Main differences between Class 2 and Class 3	Class 2 = repaired, Class 3 mostly unrepaired
Small rust spots	See dent, surface rust



# **DAMAGE CATALOGUE**

## Overview

	Damage	Acceptable	Unacceptable			
Body	Dents and bumps	• < 2 cm dents and bumps • no repainting necessary	• ≥ 2 cm dents and bumps	• repainting necessary		
	Scratches and scuffs	• < 2 cm scratches and scuffs	• ≥ 2 cm damage to the paintwork and	deformations	eformations	
	Accident damage	• none	·all			
Paint	Scratches and visible paint defects	possible to remove defects by polishing     stone chip marks up to 2 cm, without the presence of rust and no more than 3 per part     no residues from foiling	large scratches     repainting necessary     not possible to remove defects     by polishing     poor previous repair	<ul> <li>paint damage stickers</li> <li>paint contamination (e</li> <li>stone chip marks over or more than 3 per part</li> <li>paint damage weather</li> <li>paint damage car was</li> </ul>	g. rust) 2 cm, with the presence of rust t ring	
Glazing	Windscreens and windows	damage caused by small stone chip	• cracks and fissures on windscreens	• poor previous repair		
	Small glass parts (including lights)	• slight wear marks (e.g. stone chip, scuffs)	major signs of wear and tear:     cracks     leaking window	- stone chip damage - water intrusion - deformation	- scratches	
Wheels	Tyres	<ul> <li>evenly worn</li> <li>minimum tread depth for summer and for winter tyres ≥ as per legally defined depth of 4 mm</li> </ul>	<ul><li>not evenly worn</li><li>cuts</li><li>flat spot</li></ul>	• bumps • saw-teeth	minimum tread depth for summer and for winter tyres < legally defined depth - 4mm	
	Rims	• small damage (e.g. scratches ≤ 2 cm)	<ul><li>scratched (≥ 2 cm)</li><li>broken</li><li>deformed rim flange</li></ul>	<ul><li>prominent cracks</li><li>significant signs</li><li>of material wear</li></ul>	missing wheel lock/bolts	
	Wheel trims	• slightly scratched, without breaks (scuffs ≤ 3 cm)	scratched (scuffs > 3 cm)     deformed	broken     not original	• missing	

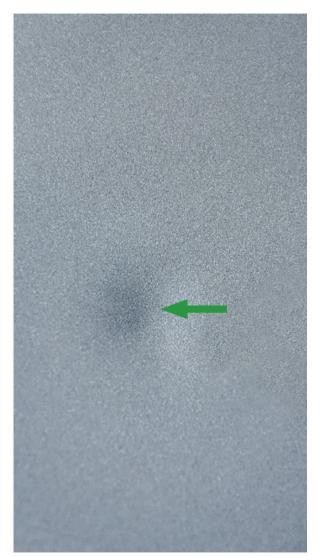
	Damage	Acceptable	Unacceptable		
Interior	Seats	• normal wear marks	<ul> <li>cuts</li> <li>burn holes</li> <li>cracks</li> <li>holes</li> <li>breaks</li> <li>deformations</li> </ul>	<ul> <li>non-removable stains</li> <li>damaged safety belts and safety locks</li> <li>mould</li> <li>missing parts</li> <li>damage caused by applying stickers</li> <li>colour changes</li> </ul>	
	Interior lining	normal signs of wear (including floor covering)     slight scratches	scratches breaks scuffs cracks detachment of e.g. door and boot seals non-removable stains	<ul> <li>mould</li> <li>missing parts</li> <li>damage caused by applying stickers and markings</li> <li>damage to headlining and boot</li> <li>impurities that require professional cleaning</li> <li>animal hair</li> </ul>	
Installations and additions		small scratches (not in the field of vision)     professionally installed accessory, which is fully functioning	changes that cannot be restored to the original condition     scratches	<ul> <li>holes, abnormal wear and tear</li> <li>damage caused by applying stickers or markings</li> <li>Installations on the vehicle not approved by Porsche Bank</li> </ul>	
Load compartment		scratches, signs of wear and tear without effect on functionality     authorized and correctly installed assembly	scratches, dents, signs of wear and tearwith development of rust holes, severe deformations on the floor and/or the paneling deformation of bodywork parts, doors, windows, which affects functionality	contaminated loading area     improper and/or not authorized installations on the loading area	
Mechanical/ electrical systems		• everything in order	failure to observe the service and maintenance intervals and excessive use     missing MOT inspection	<ul> <li>failure to carry out professional inspections</li> <li>all damage to and excessive wear of the vehicle's mechanical/electrical systems</li> </ul>	
Other	Missing Parts	everything returned	missing parts:     key code card     service booklet	- vehicle documentation - tyres - ski bag - fuel card - boot cover	
	General		• all damage that may cause a vehicle to fo	nicle to fail the MOT inspection	

Damage catalogue | Overview

Dents and bumps



- not larger than 2 cm across
- not more than 3 damages per body part
- no repainting necessary



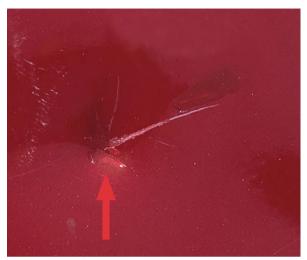


Small dent < 2 cm

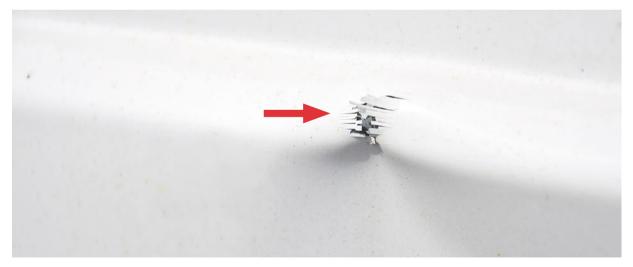
Slight dent < 2 cm



Large dent > 2 cm across



Dent with scratch



Dent with broken paint

Dents and bumps



#### **UNACCEPTABLE**

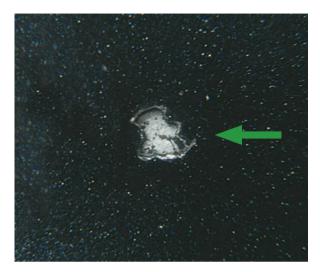
- larger than 2 cm across
- more than 3 damages per body part
- damage to the paintwork and deformations

Damage catalogue | Body

Scratches and scuffs



- not larger than 2 cm across
- not more than 2 damages per body part
- superficially scratched plastic parts that can be removed by polishing
- scratches on the edges, which can be removed by professional painting with a brush



Stone chip damage < 2 cm



Small scratch, polishable < 1 cm



Plastic bumper slightly scratched



Scuff < 2 cm



Scuffed entry



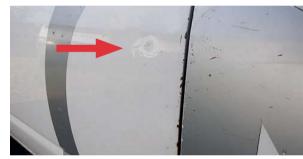
Severly scratched plastic



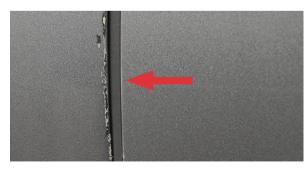
Bumper damaged



Large scratch



Severe scuffs



Scuff ≥ 2 cm

Scratches and scuffs



#### **UNACCEPTABLE**

- ≥ 2 cm across
- 3 or more damages per body part
- scratches reaching through topcoat

Damage catalogue | Body

Accident damage

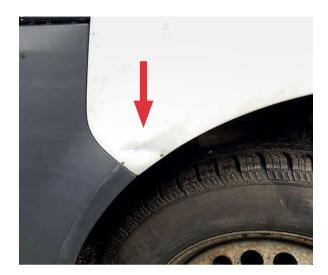


### **ACCEPTABLE**

• vehicle without any damage



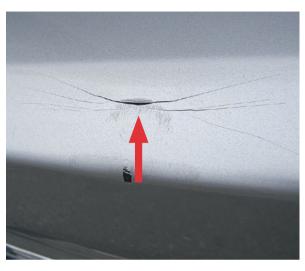
Vehicle without any damage



Heavily damaged fender



Strong deformed bumper



Broken bumper



Major damage door area

Accident damage



### **UNACCEPTABLE**

accident damage of any kind

Damage catalogue | Body

## **PAINT**

Scratches and visible paint defects



- defects removable by polishing
- stone chips up to 2 cm, rust-free, no more than 3 per detail
- no remains from foiling







Polished scratches



No remains from foiling



Large stone chip with rust



Excessive stone chip damage



Severe rusting



Vehicle severly rusty

## **PAINT**

Scratches and visible paint defects



#### UNACCEPTABLE

- damage that impairs the paint and therefore repainting is necessary
- defects not removable by polishing
- poor previous repair
- paint contamination and chipping caused by environmental influences
- stone chips larger than 2 cm, rusty or more than 3 per detail
- paint damage caused by the use of marking films or stickers

Damage catalogue | Paint

Windscreens and windows

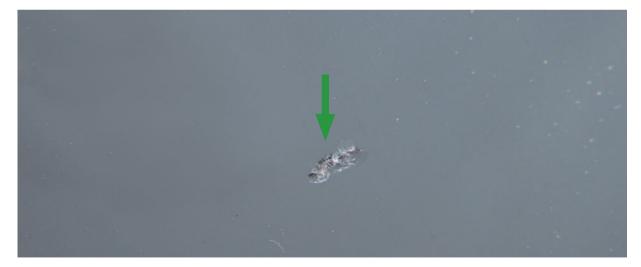


#### **ACCEPTABLE**

• minor stone chip damage, not in the driver's field of vision



Small stone chip on the windscreen



Slight scuff on the windscreen



Crack in the windscreen



Crack in the windscreen



Poorly repaired stone chip on windscreen



Bees wing break on windscreen



Broken windscreen

Windscreens and windows



#### **UNACCEPTABLE**

- windscreens with cracks, fissures or other damage
- poor repair

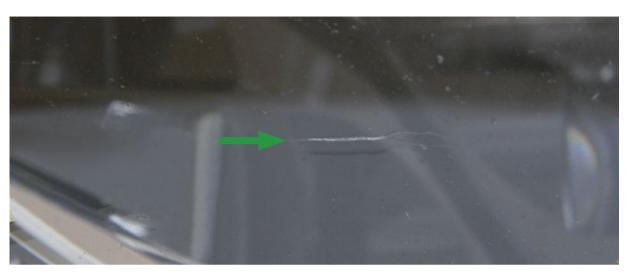
Damage catalogue | Glazing

Small glass parts



#### **ACCEPTABLE**

 marks of wear (e.g. stone chip, scuffs) which do not impair the full functionality of the small glass parts and do not influence traffic safety requirements



Small surface scratches



Small stone chip



Glass breakage indicator



Broken small glass parts



Crack in tail light



Heavily scratched headlight



Water intrusion

Small glass parts



#### UNACCEPTABLE

marks of wear and tear such as e.g. cracks, untightness, stone chip damage, deformation or scratches that have a negative impact on full functionality and traffic safety

Damage catalogue | Glazing

Tyres



- tyres that are evenly worn, do not show any signs of damage and meet traffic safety requirements
- min. 4 mm tread depth for summer, winter and all-weather tyres is based on the legally defined depth
- vehicle on summer tyres
- vehicle on winter tyres (summer tyres provided)
- fully functional spare tyre included



Spare tyre mounted on underbody



Evenly worn out tyre



Tread depth more than legally defined minimum



Flat tyre



Tyre bubble



Damaged tyre



Worn out tyre



Damaged tyre



Foreign object

Tyres



#### **UNACCEPTABLE**

- tyres that are damaged (e.g. bumps, cuts, flat spots, sawteeth) and/or unevenly worn and no longer meet traffic safety requirements
- the mandatory minimum tread depth for summer, winter and all-weather tyres is based on the legally defined < 4 mm</li>
- vehicle on winter tyres (summer tyres not provided)
- significant material wear on the tyres' sides
- wrong tyre size

Damage catalogue | Wheels 25

Rims



### **ACCEPTABLE**

• scuffs and minor scratches ≤ 2 cm on the rim flange







Small scratch



Slightly rusty rim but not damaged



Damaged steel rim



Deformed steel rim

Rims



### UNACCEPTABLE

- rims
  - that are heavily scratched (scratches > 2 cm)
  - that are broken
  - where the flange is deformed
  - which pose a safety risk
- significant cracks or deformation
- wheel locks and/or wheel bolts missing
- original rims missing

Damage catalogue | Wheels 27

Wheel trims



- wheel trims are slightly scratched, but without any cracks
- scuffs on the wheel trim ≤ 3 cm



Slightly scratched wheel trim



Minor scratch on the wheel trim



Broken wheel trim



Broken wheel trim

Wheel trims



#### **UNACCEPTABLE**

- wheel trims are heavily scratched > 3 cm
- wheel trims are broken and/or deformed and/or damaged
- wheel trims are missing or do not correspond to the ones delivered (originals)

Damage catalogue | Wheels 29

## Seats



- seats showing normal signs of wear and small scratches, no damage such as cuts, burn holes etc., and that are fully functional
- impurities which can be removed



Slightly worn-out seat



Seat with normal signs of wear



Damaged belt whip



Holes in seat



Seats with impurities



Burn hole in seat



Damaged seat

Seats



#### **UNACCEPTABLE**

- damage such as cuts, burn holes, cracks, holes, tears
- · deformed moulded parts
- signs of excessive use as well as stains that cannot be removed by cleaning and make renewal unavoidable
- damaged safety belts or safety locks
- colour changes and stains requiring professional cleaning
- mould or disturbing odours
- damage caused by applying stickers and/or marking films
- parts missing (e.g. headrests, seat rows)

Damage catalogue | Interior 31

Interior lining



- interior lining showing normal signs of wear,
   e.g. plastic is only slightly scratched
- floor covering showing normal signs of wear



Slightly worn out interior lining



Worn out steering wheel



Minor scratch on the interior lining



Heavily damaged interior lining



Damaged plastic part



Hole in interior lining

Interior lining



#### **UNACCEPTABLE**

- interior lining parts heavily scratched and/or scuffed
- interior lining parts showing breakage, holes, cracks and/or deformations
- cracks in/or detachment of door and/or boot seals
- colour changes and stains that require replacement of parts
- mould or disturbing odours
- parts missing (e.g. covers, ashtrays)
- colour changes and stains that require professional cleaning
- animal hair

Damage catalogue | Interior 33

# INSTALLATIONS AND ADDITIONS



- scratches, that are not in the driver's field of vision
- professionally installed accessory, that is fully functional



Accessories mounted on the dashboard



Installations on the body not approved by Porsche Bank



Borehole dashboard



Non reversable modifications on the dashboard

# INSTALLATIONS AND ADDITIONS



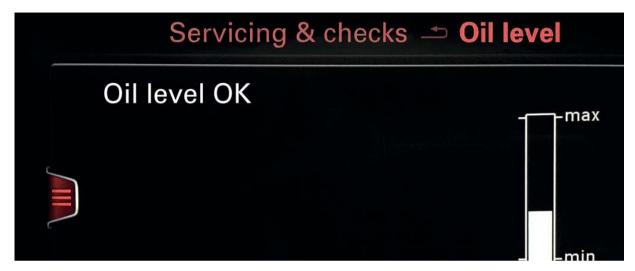
- changes to the vehicle (e.g. holes), that can no longer be restored to the original condition
- more severe damage such as scratches, holes and/or excessive wear and tear in the driver's field of vision
- damage caused by application of stickers and/or marking films
- installations on the vehicle not approved by Porsche Bank

# MECHANICAL AND ELECTRICAL SYSTEMS



#### **ACCEPTABLE**

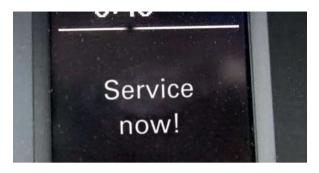
- No defects
- Wear and tear that is considered normal according to Annual Technical Inspection (ATI). Compliance with the requirements for service and maintenance according to the manufacturer's instructions.



Oil level indicator



Not exceeded service and oil change intervals



59 km **Oilservice** 300 km

Request for inspection

Note on oil service



Note on service



Request for interim maintenance

Rust on brake disc

## **MECHANICAL AND ELECTRICAL SYSTEMS**



- Failure to observe the service and maintenance intervals as well as excessive use, which would be seen as a defect and/or identified as not satisfactory during inspection
- Missing maintenance
- Failure to carry out professional inspections
- All damage and/or excessive wear and tear of the vehicle's mechanical system (e.g. brakes) and/or electrical system (e.g. alternator)

## **LOAD COMPARTMENT**



- scratches, signs of wear and tear on the loading area, which do not affect functionality of the area and/or the doors and which are not visible from outside
- authorized and correctly installed equipment and assembly



Acceptable signs of wear on the loading area



Assemblies authorized, correctly installed



Acceptable signs of wear



Unacceptable signs of wear on the loading area



Improper cable wiring by the costumer



Dismounting tracks on the loading area

## **LOAD COMPARTMENT**



- scratches, dents, signs of wear and tear with development of rust
- holes, severe deformations of the floor and/or the panelling
- deformation of bodywork parts, doors, windows, which affects functionality
- contaminated loading area
- improper and/or not authorized installations on the loading area

## **MISSING PARTS**



#### **UNACCEPTABLE**

Among others, these include:

- Key code card
- Service booklet
- User manual
- Vehicle documentation
- All vehicle keys (acc. to manufacturer)
- · Radio code card
- Missing or defective vehicle tool kit
- Missing or defective remote controls

- Boot cover
- Navigation
   CD/DVD/SD card
- Tyres (complete with rims, wheel bolts, wheel locks, spare tyre, tyre mobility set)
- Fuel cards
- Ski bag
- Ashtray



40 Damage catalogue | Missing parts



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