



COMPANY VEHICLE OPERATIONS

Dear Participant,

Company Vehicle Operations would like to remind participants of our vehicle turn-in policy and requirements for repairing vehicle damages before a vehicle is turned in. Turn-in requirements include, but are not limited to, the following:

- All vehicle damages that are over \$1,000 must be repaired prior to turn-in, whether the vehicle is turned in at a dealership or at the Lapeer Road Marshaling Center. Any damages under \$1,000 must have a repair estimate present at the time of turn-in.
- All maintenance must be up to date.
- All tires and windshields must meet turn-in requirements.
- Any open recalls/campaigns must be completed.

Most dealerships and the Product Quality Research Center are experiencing delays in scheduling service. Please plan accordingly to have any necessary repairs or maintenance scheduled and completed in advance of an anticipated vehicle delivery.

To review the complete vehicle turn-in policy and checklist, please see our website by clicking on the following links:

Active Participants: Please click [here](#) and go to the Delivery/Turn-in/Sale Process tab and select SE Michigan Policy or Outside SE Michigan Policy for details.

Retiree Participants: Please click [here](#) and go to the Delivery/Turn-in/Sale Process tab and select SE Michigan Policy or Outside SE Michigan Policy for details.

Participants who fail to follow the turn-in policy and procedures may incur a fee(s) or may not be able to complete a scheduled vehicle exchange until the vehicle meets turn-in standards.

If you have any questions, please contact Company Vehicle Operations at cocars@fcagroup.com or by phone at 1-800-481-6736

Thank you for your cooperation.

Company Vehicle Operations