Van Maintenance Reimbursement Form

As per your lease agreement you are required to forward to LDV all maintenance done on your Van. This form is to be used for that purpose **and/or** to request reimbursement from your maintenance fund for reimbursable maintenance expenditures.

Dealer_____ Date_____ Veh ID_____

Mileage_____

This form is being used to: (circle one or both) 1. Inform LDV of Maintenance done
2. Request reimbursement from maintenance fund

Reimbursable Maintenance Items –send paid receipts with this form

☑ **Please check the boxes below for the items you have submitted receipts.**

- ☐ $_____ Annual Inspection
- ☐ $_____ Engine oil, filter, chassis lubrication
- ☐ $_____ Air Cleaner element replacement
- ☐ $_____ Transmission fluid and filter
- ☐ $_____ Rear axle lubrication change
- ☐ $_____ Brake caliper slide rail lubricating
- ☐ $_____ Front-end alignment
- ☐ $_____ Tire rotation
- ☐ $_____ Battery replacement
- ☐ $_____ Fuel filter replacement
- ☐ $_____ Brake replacement
- ☐ $_____ Tire replacement (max of 12 tires in six year term @ $250/tire)

Amount submitted for Reimbursement out of Maintenance account $_____.

Other Maintenance performed

_____
_____
_____
_____
_____
_____
_____
_____

You will be reimbursed for approved expenditures by credit on your statement only to the extent of your maintenance fund balance at the time this form is received by LDV.