

Vehicle Handover Checklist

Company/Dealer:
Date:
Location:

Vehicle Make:
Model:
Year:
VIN/Chassis No.:

Registration No.:
Odometer:
Color:

Checklist

Item	Checked	Notes
Exterior Condition		
Interior Condition		
Tires & Wheels		
Lights & Signals		
Engine & Fluids		
Battery		
Brakes		
Air Conditioning/Heating		
Wipers & Washers		
All Keys Presented		
Service Book/User Manual		
Spare Tire/Tools/Jack		

Other Comments

Signatures

Handover by (Name & Signature):

Received by (Name & Signature):

Date:
Date:

