

Rental Car Handover Checklist

Rental Company:

Renter Name:

Vehicle Make/Model:

Registration Number:

Date & Time of Handover:

Location:

Item	Present	Remarks
Spare Tire	<input type="checkbox"/>	<div></div>
Jack & Tools	<input type="checkbox"/>	<div></div>
First Aid Kit	<input type="checkbox"/>	<div></div>
Warning Triangle	<input type="checkbox"/>	<div></div>
Fire Extinguisher	<input type="checkbox"/>	<div></div>
Car Manual/Documents	<input type="checkbox"/>	<div></div>
Keys	<input type="checkbox"/>	<div></div>

Mileage at Handover:

Fuel Level:

Exterior Condition Notes:

Interior Condition Notes:

Existing Damages/Issues:

Renter Signature

Staff Signature

Date:

Date: