

Rental Car Handover Inspection Sheet

Rental & Vehicle Information

Rental Company		Rental Agreement No.	
Customer Name		Customer Contact	
Vehicle Make/Model		Vehicle Registration	
Vehicle Year		Color	
Odometer (Out)		Odometer (In)	
Fuel Level (Out)		Fuel Level (In)	
Date/Time Out		Date/Time In	

Inspection Checklist

Item	OK	Not OK	Notes
Body Condition			
Tyres			
Windshield			
Lights & Indicators			
Interior Cleanliness			
Air Conditioning			
Audio/Radio			
Spare Tyre & Tools			
Jack & Wheel Wrench			
Warning Triangle			
Other			

Existing Damages (Describe or Draw)

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Accessories Provided	
Remarks	

Renter's Signature / Date

Agent's Signature / Date