

Used Car Delivery Checklist

Buyer & Vehicle Information

Buyer Name

Contact

Make & Model

Year

VIN

Documents

- ☐ Registration Certificate (RC)
- ☐ Insurance Paper
- ☐ Pollution Certificate
- ☐ Sale Agreement
- ☐ Warranty Paper (if any)
- ☐ Service Book/History
- ☐ Road Tax Receipt
- ☐ User Manual
- ☐ Duplicate Keys

Car Exterior & Interior

- ☐ Body condition (dents/scratches)
- ☐ Tyres & Spare Tyre
- ☐ Lights & Indicators
- ☐ Windows, Mirrors
- ☐ Horn, Wipers
- ☐ Seats & Upholstery
- ☐ Odometer Reading
- ☐ Air Conditioning/Heating
- ☐ Dashboard & Controls

Engine & Mechanical

- ☐ Engine Start & Sound
- ☐ Fluids (Oil, Coolant, Brake)
- ☐ Battery & Electricals

- ☐ Brakes & Suspension
- ☐ Transmission & Clutch
- ☐ Steering

Accessories & Miscellaneous

- ☐ Toolkit & Jack
- ☐ Floor Mats
- ☐ Music/Infotainment System
- ☐ Navigation/GPS (if any)
- ☐ Other (Specify)

Signatures

Seller

Buyer

Date

Note: Ensure all items are checked and documents are handed over at the time of delivery.