

# Example Vehicle Appraisal Report

## Notice to the driver

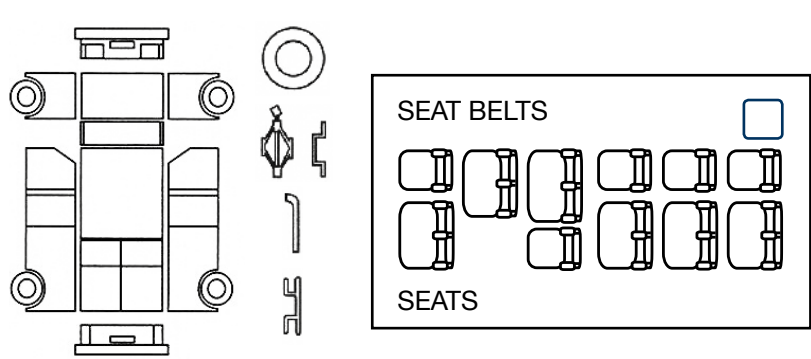
Use this checklist to appraise your vehicle before it is due for return. To minimise end-of-contract charges, you can arrange to repair damage and replace missing equipment – though always check the terms of your contract. We recommend that you keep this report for your own records, along with any other information, eg photographs, service and repair receipts, work guarantees/warranty, other documentation, eg certificate of conformity, individual approval for modifications.

Registration Number	Make/Model/Colour	Mileage: Date of reading

Area	Standard Acceptable	Standard Not Acceptable	Items outside FW&T and requiring attention
Blue Zone: Exterior panels, non-load bearing areas			1
Yellow Zone: Interior and exterior load-bearing areas			2
Magenta Zone: Passenger areas, driver cab			3
General Appearance			4
Maintenance, Service, Repairs			5
Windows, glass, lamps			6
Accessories			7
Equipment			8
Wheel Trims/Alloy wheels			9

Tyre Tread Depth	1. N/S/F:	2.O/S/R: inner 3.O/S/R: outer	4.O/S/F:	5.N/S/R: inner 6.N/S/R: outer	7.Spare:
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**Indicate any damage:**



SEAT BELTS

SEATS

*Image of flat-pack vehicle and interior of minibus seats.*

**Documentation/Equipment Present**

Registration V5C

Tax Disc

All Keys/spare

Service record/Certificate of Conformity Handbook(s)

Additional information, eg MOT receipt, repair warranty

Accessories/Equipment, eg Sat Nav, SD or SIM card, electric charge leads, etc. Please list below:

PLEASE LIST MISSING ACCESSORIES & EQUIPMENT:

