

Vehicle Condition Report: Light Vehicle Handover

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Vehicle, inspector, and purpose	
DATE	TIME
LOCATION	PURPOSE OF THIS REPORT
INSPECTOR NAME	INSPECTOR ROLE
RECEIVING PARTY NAME	RECEIVING PARTY ROLE
YEAR	MAKE
MODEL / BODY STYLE	COLOR
VIN	LICENSE PLATE
UNIT OR FLEET NUMBER	STOCK OR TICKET NUMBER
ODOMETER READING (NO TENTHS)	ODOMETER STATEMENT (INFORMATIONAL)
FUEL OR CHARGE LEVEL	KEYS AND FOBS WITH THIS VEHICLE

Exterior body and lamps				
Item	OK	Defect	N/A	Notes
Front bumper and cover	☐	☐	☐	
Hood and grille	☐	☐	☐	
Left front fender	☐	☐	☐	
Right front fender	☐	☐	☐	
Left doors and cladding	☐	☐	☐	
Right doors and cladding	☐	☐	☐	
Roof, rails, and antenna	☐	☐	☐	
Left rear quarter, bed side, or sliding door	☐	☐	☐	
Right rear quarter, bed side, or sliding door	☐	☐	☐	
Trunk, liftgate, or tailgate	☐	☐	☐	
Rear bumper and cover	☐	☐	☐	
Paint, chips, and clearcoat (overall)	☐	☐	☐	

Visible rust or corrosion	☐	☐	☐	_____
Headlamps (low and high beam)	☐	☐	☐	_____
Front turn, marker, and fog lamps	☐	☐	☐	_____
Tail, stop, and reverse lamps	☐	☐	☐	_____
Rear turn signals and hazard lamps	☐	☐	☐	_____
License plates and plate lamps	☐	☐	☐	_____
Exterior mirrors and housings	☐	☐	☐	_____
Running boards, steps, or splash guards	☐	☐	☐	_____
Aftermarket body add-ons	☐	☐	☐	_____
Rocker panels and visible underbody	☐	☐	☐	_____

Glass and wipers

Item	OK	Defect	N/A	Notes
Windshield	☐	☐	☐	_____
Driver side glass	☐	☐	☐	_____
Passenger side glass	☐	☐	☐	_____
Rear side or quarter glass	☐	☐	☐	_____
Rear glass and defroster grid	☐	☐	☐	_____
Sunroof or panoramic glass	☐	☐	☐	_____
Wiper arms and blades	☐	☐	☐	_____
Windshield washers	☐	☐	☐	_____
Interior rearview mirror	☐	☐	☐	_____
Driver view obstructions	☐	☐	☐	_____

Tires and wheels

Item	OK	Defect	N/A	Notes
Left front tire (condition)	☐	☐	☐	_____
Right front tire (condition)	☐	☐	☐	_____
Left rear tire (condition)	☐	☐	☐	_____
Right rear tire (condition)	☐	☐	☐	_____
Tread depth (all road tires)	☐	☐	☐	_____
Uneven tread wear	☐	☐	☐	_____
Size and construction match	☐	☐	☐	_____

Sidewall and carcass damage (any tire)	☐	☐	☐	_____
Inflation vs door placard	☐	☐	☐	_____
Spare tire or inflator kit	☐	☐	☐	_____
Wheels, rims, and lug nuts	☐	☐	☐	_____
TPMS warning lamp	☐	☐	☐	_____

Interior and controls

Item	OK	Defect	N/A	Notes
Front seats and upholstery	☐	☐	☐	_____
Rear seats and upholstery	☐	☐	☐	_____
Carpets, mats, and floor	☐	☐	☐	_____
Headliner, visors, and grab handles	☐	☐	☐	_____
Door panels and armrests	☐	☐	☐	_____
Dashboard, cluster, and trim	☐	☐	☐	_____
Steering wheel and column	☐	☐	☐	_____
Seat belts (all positions)	☐	☐	☐	_____
Airbag covers and SRS lamp	☐	☐	☐	_____
Interior lamps	☐	☐	☐	_____
Windows, locks, and mirror controls	☐	☐	☐	_____
Heat, A/C, and blower	☐	☐	☐	_____
Horn	☐	☐	☐	_____
Radio / infotainment and camera	☐	☐	☐	_____
Warning lamps after start	☐	☐	☐	_____
Odor, cleanliness, and smoke	☐	☐	☐	_____
Cargo area or trunk interior	☐	☐	☐	_____
Pedals and parking-brake control	☐	☐	☐	_____

Keys, equipment, and issued items

Item	OK	Defect	N/A	Notes
Keys, fobs, and valet keys	☐	☐	☐	_____
Owner's manual and glove-box papers	☐	☐	☐	_____
Jack, lug wrench, and recovery kit	☐	☐	☐	_____
Fuel cap or charge-port door	☐	☐	☐	_____

EV charge cable (if equipped)	☐	☐	☐	_____
Child-seat anchors (visible LATCH)	☐	☐	☐	_____
Issued accessories	☐	☐	☐	_____
Window tint and lamp covers	☐	☐	☐	_____

Damage notes and dual sign-off

VISIBLE DAMAGE AND DEFECTS

RECEIVING-PARTY DISPUTE OR EXTRA NOTES

HANDOVER RESULT

_____ ☐ Photographs of the vehicle or of damage were taken and stored with this ticket.

☐ Receiving party walked this vehicle and agrees with this report except as written in the dispute notes.

INSPECTOR SIGNATURE

INSPECTOR DATE

RECEIVING-PARTY SIGNATURE

RECEIVING-PARTY DATE

Reference only. Verify against the vehicle OEM procedure and applicable regulations.