

MISSING ITEM DISCLOSURE FORM

Used where items are missing but may normally be expected.

Important: This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

1. Vehicle / Customer / Core Details

Vehicle registration:

2. Description, Checks and Disclosure Details

Missing spare key:

Missing service book:

Missing handbook:

Missing locking wheel nut:

Missing SD/nav card:

Missing parcel shelf:

Missing charging cable:

Missing spare wheel/inflation kit:

Replacement agreed? Yes / No
☐ Yes ☐ No ☐ N/A

Customer acknowledgement:

4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed: