

ACCIDENT DAMAGE DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

Important: This template is a general business document for recording vehicle description, advert, disclosure and sale-file checks. It is not legal advice. Have it checked by a qualified solicitor or compliance adviser for your exact business, jurisdiction and sales process before relying on it.

Form Purpose

Used where accident damage is known, suspected, or repaired.

1. Form Details

Vehicle registration:		Accident history known? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Area damaged:		Repair completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Repair quality checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Repair invoices supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Photos supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Structural damage suspected? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Disclosure required? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

2. Sign-Off / Approval

Customer acknowledgement:	<hr/>		<hr/>
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Office notes / additional comments: