

FINAL VEHICLE DESCRIPTION FILE CHECKLIST

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 before the sale file is closed.

1. Form Details

Main vehicle description saved:		Advert copy saved:	
Mileage wording checked:		MOT wording checked:	
Service history wording checked:		Warranty wording checked:	
Feature list checked:		Known defects disclosed:	
History issues disclosed:		Photos/video saved:	

2. Sign-Off / Approval

Customer acknowledgement signed:	<hr/>	Manager sign-off:	<hr/>
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Office notes / additional comments: