

VEHICLE 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 to create the main written description of the vehicle.

1. Form Details

Vehicle registration:		VIN/chassis number:	
Make, model, trim:		Body type:	
Fuel type:		Transmission:	
Engine size:		Colour:	
Mileage:		Mileage status:	
MOT expiry date:		Service history status:	
Number of keys:		Previous owners, if known:	
Vehicle features:		Known defects:	

2. Sign-Off / Approval

Salesperson/staff signature:	<hr/>	Date completed:	<hr/>
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Office notes / additional comments:

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ADVERT DESCRIPTION APPROVAL FORM

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Form Purpose

Used before a vehicle advert goes live.

1. Form Details

Vehicle registration:		Advert title:	
Advert price:		Mileage shown:	
MOT status:		Service history wording:	
Warranty wording:		Feature list checked:	
Optional extras checked:		Known defects disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Write-off status checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Mileage discrepancy disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Admin/delivery fees included or clearly shown:			

2. Sign-Off / Approval

Manager approval:	<hr/>	Date approved:	<hr/>
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Office notes / additional comments:

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VEHICLE SPECIFICATION SHEET

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record the factual vehicle specification.

1. Form Details

Vehicle registration:		Make:	
Model:		Variant/trim:	
Year:		Body style:	
Fuel type:		Transmission:	
Engine size:		Power output, if known:	
Emissions band, if known:		ULEZ/CAZ status, if checked:	
Number of seats:		Number of doors:	
Colour:		Factory options:	
Aftermarket additions:			

Office notes / additional comments:

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VEHICLE FEATURES AND OPTIONS FORM

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Form Purpose

Used to record extras and features included with the car.

1. Form Details

Vehicle registration:		Alloy wheels:	
Parking sensors:		Reversing camera:	
Sat nav:		Bluetooth:	
Apple CarPlay / Android Auto:		Heated seats:	
Leather seats:		Cruise control:	
Climate control:		Panoramic roof:	
Tow bar:		Driver assistance systems:	
Features tested? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Features working? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

Office notes / additional comments:

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VEHICLE EQUIPMENT VERIFICATION FORM

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Form Purpose

Used to check that advertised features are actually present and working.

1. Form Details

Vehicle registration:		Feature being checked:	
Present? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Working? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Not tested? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Fault found:	
Repair required:		Advert wording updated? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Checked by:		Date checked:	

Office notes / additional comments:

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MILEAGE DESCRIPTION FORM

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Form Purpose

Used to record how mileage is described to the customer.

Compliance note: Business Companion says traders should carry out the necessary checks to verify mileage, and incorrect mileage can be a misleading action or misleading omission.

1. Form Details

Vehicle registration:		Odometer reading:	
Mileage warranted? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Mileage not warranted? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Mileage discrepancy? <input type="checkbox"/> Yes <input type="checkbox"/> No:		MOT mileage checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Service mileage checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		History check completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Mileage wording for advert:		Mileage wording for invoice:	
Customer disclosure required? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

Office notes / additional comments:

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SERVICE HISTORY DESCRIPTION FORM

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Form Purpose

Used to record how service history is described.

1. Form Details

Vehicle registration:		Full service history:	
Part service history:		No service history:	
Digital service record:		Service book present? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Service invoices present? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Main dealer history? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Independent garage history? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Last service date:	
Last service mileage:		Timing belt/chain evidence:	
Advert wording approved:			

Office notes / additional comments:

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MOT DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record how MOT status is described.

1. Form Details

Vehicle registration:		Current MOT expiry date:	
MOT pass date:		MOT advisories:	
Major defects history:		Dangerous defects history:	
MOT work completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:		"12 months MOT" claim checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
MOT wording for advert:		MOT wording for sales invoice:	

2. Sign-Off / Approval

Staff signature:	<hr/>		<hr/>
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Office notes / additional comments:

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WARRANTY DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record what warranty wording is used in the advert and sales documents.

1. Form Details

Vehicle registration:		Warranty included? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Warranty duration:		Warranty provider:	
Warranty level:		Claim limit:	
Labour rate limit:		Customer contribution, if any:	
Main exclusions summary:		Warranty upgrade available? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Warranty wording approved:		Warranty terms attached? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

Office notes / additional comments:

KNOWN DEFECTS DISCLOSURE FORM

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Form Purpose

Used when the vehicle has known faults that must be disclosed.

1. Form Details

Vehicle registration:		Defect description:	
Defect location:		Mechanical fault:	
Electrical fault:		Cosmetic defect:	
Warning light:		MOT advisory:	
Repair agreed? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Price adjusted because of defect? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Customer informed before purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

2. Sign-Off / Approval

Customer signature:	<hr/>	Garage signature:	<hr/>
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Office notes / additional comments:

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COSMETIC CONDITION DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to describe the bodywork and visual condition.

1. Form Details

Vehicle registration:		General bodywork condition:	
Paint condition:		Dent notes:	
Scratch notes:		Stone chips:	
Rust/corrosion:		Wheel/alloy condition:	
Interior condition:		Seat condition:	
Glass condition:		Age-related marks statement:	
Photo evidence attached? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

Office notes / additional comments:

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MECHANICAL CONDITION DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to describe the mechanical condition of the vehicle.

1. Form Details

Vehicle registration:		Engine condition:	
Gearbox condition:		Clutch condition:	
Brakes:		Suspension:	
Steering:		Exhaust:	
Warning lights:		Diagnostic faults:	
Road test notes:		Inspection completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Repairs completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

2. Sign-Off / Approval

Technician signature:	<hr/>		<hr/>
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Office notes / additional comments:

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ROADWORTHINESS DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record whether the vehicle is being sold as roadworthy, for repair, or for parts.

Compliance note: Used vehicles offered for sale by traders must be safe and roadworthy. Business Companion says exposing an unsafe or unroadworthy vehicle for sale may be a criminal offence.

1. Form Details

Vehicle registration:		Roadworthy? [] Yes [] No:	
MOT status:		Safety checks completed:	
Dangerous defects known? [] Yes [] No:		Sold for road use? [] Yes [] No:	
Sold for repair? [] Yes [] No:		Sold for parts/scrap? [] Yes [] No:	
Transport required? [] Yes [] No:			

2. Sign-Off / Approval

Customer/trade buyer acknowledgement:		Manager approval:	
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Office notes / additional comments:

INSURANCE WRITE-OFF DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where the vehicle has been written off or has an insurance category.

1. Form Details

Vehicle registration:		Insurance write-off marker? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Category A / B / S / N / other:		Date of write-off, if known:	
Repair evidence supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Structural repair evidence, if applicable:	
Disclosure wording for advert:		Disclosure wording for sales invoice:	

2. Sign-Off / Approval

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

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ACCIDENT DAMAGE DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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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:

PREVIOUS USE DESCRIPTION FORM

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Form Purpose

Used to disclose how the vehicle was previously used.

1. Form Details

Vehicle registration:		Private use:	
Company/fleet use:		Rental use:	
Taxi/private hire use:		Driving school use:	
Courtesy car use:		Police/emergency service use:	
Previous use verified? [] Yes [] No:		Disclosure wording:	

2. Sign-Off / Approval

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

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EX-TAXI / PRIVATE HIRE DISCLOSURE FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when the vehicle was previously used as a taxi or private hire vehicle.

1. Form Details

Vehicle registration:		Taxi/private hire use confirmed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Licensing authority, if known:		Plate evidence found? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Mileage pattern reviewed:		Interior wear noted:	
Disclosure wording for advert:		Customer told before purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

2. Sign-Off / Approval

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

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EX-RENTAL / FLEET DISCLOSURE FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where the car was previously a rental, lease, or fleet vehicle.

1. Form Details

Vehicle registration:		Rental use confirmed? [] Yes [] No:	
Fleet use confirmed? [] Yes [] No:		Lease company known? [] Yes [] No:	
Previous keeper information:		Service record checked:	
Customer disclosure wording:			

2. Sign-Off / Approval

Customer acknowledgement:		Date signed:	
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Office notes / additional comments:

IMPORT / EXPORT DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where the vehicle was imported, exported, or previously registered overseas.

1. Form Details

Vehicle registration:		Country of origin:	
Date first registered overseas:		Date first registered in UK:	
Odometer in miles or kilometres:		UK specification? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Import documents checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Export marker found? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Disclosure wording:			

2. Sign-Off / Approval

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

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MODIFIED VEHICLE DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when the vehicle has aftermarket modifications.

1. Form Details

Vehicle registration:		Engine modifications:	
Remap/tuning:		Exhaust modification:	
Suspension modification:		Wheel modification:	
Body modification:		Interior modification:	
Insurance disclosure advised? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Modification documents supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

2. Sign-Off / Approval

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

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VEHICLE COLOUR / WRAP DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where the vehicle colour, wrap, or respray needs explaining.

1. Form Details

Vehicle registration:		Colour on V5C:	
Current visible colour:		Wrapped? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Resprayed? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Colour change recorded with DVLA? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Paint condition notes:		Disclosure wording:	

2. Sign-Off / Approval

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

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NUMBER PLATE / PRIVATE PLATE DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where a private plate was removed, retained, or added.

1. Form Details

Current registration:		Previous registration:	
Private plate involved? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Plate retention completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
V5C updated? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Advert registration correct? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
History check updated? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Customer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

Office notes / additional comments:

OUTSTANDING FINANCE CLEARANCE DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where finance was previously recorded but has now been settled.

1. Form Details

Vehicle registration:		Previous finance marker found? [] Yes [] No:	
Finance company name:		Settlement paid? [] Yes [] No:	
Clearance letter received? [] Yes [] No:		History check updated? [] Yes [] No:	
Advert wording required? [] Yes [] No:		Customer disclosure needed? [] Yes [] No:	

2. Sign-Off / Approval

Manager approval:	<hr/>		<hr/>
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Office notes / additional comments:

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VEHICLE HISTORY DISCLOSURE FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to tell the buyer about any important history issue.

1. Form Details

Vehicle registration:		Finance history:	
Write-off history:		Stolen marker check:	
Mileage anomaly:		Previous use:	
Import/export marker:		Plate changes:	
Number of keepers:		History report reference:	
Customer confirms disclosure received before purchase:			

2. Sign-Off / Approval

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

VEHICLE DESCRIPTION CUSTOMER ACKNOWLEDGEMENT FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when the customer signs to confirm they have read and understood the description.

1. Form Details

Customer full name:		Vehicle registration:	
Vehicle description reviewed? [] Yes [] No:		Mileage description reviewed? [] Yes [] No:	
Service history reviewed? [] Yes [] No:		MOT status reviewed? [] Yes [] No:	
Warranty description reviewed? [] Yes [] No:		Known defects reviewed? [] Yes [] No:	
Customer confirms they had chance to ask questions:			

2. Sign-Off / Approval

Customer signature:		Date signed:	
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Office notes / additional comments:

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VEHICLE ADVERT COPY RECORD

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to store the final advert text used online.

1. Form Details

Vehicle registration:		Advert title:	
Main advert description:		Feature list:	
Price shown:		Mileage shown:	
MOT wording:		Warranty wording:	
Disclosure wording:		Platform posted to:	
Date posted:		Staff member:	

Office notes / additional comments:

MULTI-PLATFORM ADVERT DESCRIPTION RECORD

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when the vehicle is advertised on more than one site.

1. Form Details

Vehicle registration:		Website advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Auto Trader advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		eBay advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Facebook advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		CarGurus advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Motors advert checked? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Descriptions consistent across platforms? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Price consistent? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Mileage consistent? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

2. Sign-Off / Approval

Manager approval:	<hr/>		<hr/>
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Office notes / additional comments:

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PRICE DESCRIPTION AND FEE DISCLOSURE FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record how the price is shown to customers.

Compliance note: Business Companion warns that failing to include non-optional charges, such as compulsory admin or delivery fees, in the advertised price can mislead consumers.

1. Form Details

Vehicle registration:		Advertised price:	
Admin fee, if any:		Delivery fee, if mandatory:	
Optional delivery fee:		Optional extras excluded from price:	
Compulsory fees included in advertised price? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Finance price different from cash price? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Customer told full price? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

2. Sign-Off / Approval

Manager approval:	<hr/>		<hr/>
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Office notes / additional comments:

SALESPERSON VERBAL DESCRIPTION RECORD

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record important verbal statements made to the customer.

1. Form Details

Customer name:		Vehicle registration:	
Date/time of discussion:		Salesperson name:	
Mileage statement made:		Service history statement made:	
Warranty statement made:		Previous owner/use statement made:	
Known defects explained:		Customer questions answered:	
Notes saved to deal file:			

Office notes / additional comments:

VIDEO WALKAROUND DESCRIPTION RECORD

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when a salesperson sends a video to the customer.

1. Form Details

Customer name:		Vehicle registration:	
Date video recorded:		Areas shown:	
Exterior:		Interior:	
Dashboard mileage:		Engine bay:	
Wheels/tyres:		Known defects shown:	
Video link/file saved? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Customer received video? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

Office notes / additional comments:

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PHOTO DESCRIPTION AND EVIDENCE FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used to record photos supporting the vehicle description.

1. Form Details

Vehicle registration:		Front photo:	
Rear photo:		Driver side photo:	
Passenger side photo:		Interior photos:	
Dashboard mileage photo:		Tyre/wheel photos:	
Damage photos:		Service history photos:	
V5C/key photos, if policy allows:		Photos saved to vehicle file? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

Office notes / additional comments:

FEATURE FAULT DISCLOSURE FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where a feature is present but faulty or not tested.

1. Form Details

Vehicle registration:		Feature name:	
Fault description:		Not working / intermittent / not tested:	
Repair agreed? [] Yes [] No:		Price adjusted? [] Yes [] No:	
Customer informed before sale? [] Yes [] No:			

2. Sign-Off / Approval

Customer acknowledgement:		Signature:	
Date signed:			

Office notes / additional comments:

MISSING ITEM DISCLOSURE 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 items are missing but may normally be expected.

1. Form Details

Vehicle registration:		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? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

2. Sign-Off / Approval

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

VEHICLE DESCRIPTION AMENDMENT FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when a description changes after advert, quote, or order.

1. Form Details

Vehicle registration:		Original description:	
Revised description:		Reason for change:	
Mileage correction:		Service history correction:	
MOT correction:		Feature correction:	
Defect discovered:		Customer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Advert updated? <input type="checkbox"/> Yes <input type="checkbox"/> No:			

2. Sign-Off / Approval

Manager approval:	<hr/>		<hr/>
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Office notes / additional comments:

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DESCRIPTION ERROR CORRECTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when an advert, invoice, or sales order contained an error.

1. Form Details

Vehicle registration:		Error location:	
Website advert:		Third-party advert:	
Quote:		Sales order:	
Invoice:		Error details:	
Correct information:		Customer notified? [] Yes [] No:	
Correction date:			

2. Sign-Off / Approval

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

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DESCRIPTION DISPUTE RECORD

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used if the customer disputes how the car was described.

1. Form Details

Customer full name:		Vehicle registration:	
Date of complaint:		Description disputed:	
Customer claim:		Advert copy reviewed:	
Sales order reviewed:		Invoice reviewed:	
Photos/videos reviewed:		Staff notes reviewed:	
Outcome:		Manager decision:	

Office notes / additional comments:

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DISTANCE SALE VEHICLE DESCRIPTION PACK

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used when the customer buys without seeing the vehicle in person.

1. Form Details

Customer full name:		Vehicle registration:	
Full vehicle description supplied:		Photos supplied:	
Video supplied:		Mileage shown:	
MOT status shown:		Service history shown:	
Known defects disclosed:		Delivery details:	
Cancellation rights provided? [] Yes [] No:			

2. Sign-Off / Approval

Customer acknowledgement:			
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Office notes / additional comments:

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TRADE SALE VEHICLE 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 when selling a vehicle to another motor trader.

1. Form Details

Buyer/trader name:		Vehicle registration:	
VIN/chassis number:		Mileage:	
MOT status:		Known defects:	
Write-off status:		Roadworthiness status:	
Sold as retail-ready / repair / spares / trade stock:		Price:	

2. Sign-Off / Approval

Buyer acknowledgement:		Signatures:	
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Office notes / additional comments:

SPARES OR REPAIRS DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

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Form Purpose

Used where a vehicle is not being sold as roadworthy.

1. Form Details

Buyer name:		Vehicle registration:	
VIN/chassis number:		Vehicle not sold for road use? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Known safety issues:		Known mechanical faults:	
MOT status:		Must be transported away? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
Buyer confirms vehicle is for repair, parts, or trade use:			

2. Sign-Off / Approval

Manager approval:	<hr/>	Buyer signature:	<hr/>
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Office notes / additional comments:

FINAL VEHICLE DESCRIPTION FILE CHECKLIST

UK garage / dealer vehicle description and disclosure record

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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:	_____	Manager sign-off:	_____
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Office notes / additional comments: