

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: