

OUTSTANDING FINANCE CLEARANCE 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 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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