

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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