

Appraisal Checklist



Name:

Date:

Model:	Year:
VIN:	Reg:
Mileage:	MOT expiry:
Service History:	Engine modification code clear:

Legend: Checked and OK: Requires Attention: Not applicable to this vehicle: N/A

Pre-Work check	
1	Check side lights/parking lights
2	Check dipped lights
3	Check daytime/LED running lights
4	Check main beam
5	Check headlight adjuster
6	Check headlight flashers
7	Check fog lights front/rear
8	Check indicators front/rear/side
9	Check hazard warning lights
10	Check headlight alignment
11	Check number plate lights
12	Check brake lights
13	Check reversing lights
14	Check wing mirror reflector
Interior	
15	Check horn operation
16	Check warning lights
17	Check air conditioning operation/AC cold/hot
18	Check front seat control electric/manual/memory adjustment
19	Check seat belt operation/height adjustment
20	Check electric door mirrors
21	Check operation of all windows/window child lock
22	Check dash light/dimmer
23	Check speedometer, odometer, and trip function, BC button
24	Check multi-function steering wheel
25	Check park assist operation/camera
26	Check heads-up display
27	Check WIFI connectivity/tablet connected
28	Check boot release
29	Check fuel flap release
30	Check handbrake/electronic brake operation
31	Convertible top operation
32	Check interior bonnet release mechanism
33	Check steering wheel tilt/lock/adjustment
34	Check door lights/reflector
35	Check windscreen wiper operation
36	Check and align windscreen washer jets
37	Check front visor/vanity mirrors and lights
38	Check front and rear courtesy lights/floor lighting/footwell lighting
39	Check operation of sunroof
40	Check rear view mirror
Exterior	
41	Check centre armrest adjustment
42	Check ashtray/power outlet/12v plugs/USB
43	Check media function/iDrive/MMI and touchpad
44	Reset infotainment Nav/Bluetooth/Phone
45	Check climate/AC controls
46	Check heated/ventilated seats function
47	Check heated steering wheel
48	Check rear seats operation/adjustment/folding
49	Check rear seatbelt operation
50	Check rear controls/vents/power socket
51	Check rear armrest/ski hatch
52	Check tailgate/boot operation
53	Check boot compartment lights
54	Check side/rear blinds operational
55	Check toolkit/emergency tyre kit/foam kit
56	Locking wheel nut present?
57	Check parcel shelf/removable luggage cover
58	Check glovebox lock and light operation
59	Check all floor mats are present/not damaged
60	Check door hinges (all doors & boot)
61	Check rear pop-up spoiler
Under the Bonnet	
71	Check battery condition
72	Remove engine cover: visual check for leaks
73	Top up AdBlue if less than 1000 miles
74	Check screen washer level
75	Check engine oil level
76	Check brake fluid level and condition
77	Check coolant level, strength & condition
For electric/ Hybrid vehicles	
78	Check vehicle charges
79	Check charging cable present

Note: If tyre is less than 3mm then should be changed. Check for any cracks in the tyres, and if any shoulder wear, slits, cuts.

	Brand	Run flat	Craks	Shoulder Wear
N/S/F				
O/S/F				
N/S/R				
O/S/R				
Spare				

Miscellaneous notes:

CONDITION OF VEHICLE

Indicate any damage to the vehicle in the space provided using your own words or the following legend. if None write None

Bent - B Broken - BR
Pitted - PT Rusty - R

Chip - CH Rubbed - RU

Cracked - CR Scratch - S

Dented - D Heirline Scratch - HS

Missing - M Stained - ST Torn - T

			1.	2.	3.	4.	5.	6.
			7.	8.	9.	10.		
								
			11.	12.	13.	17.	18.	19.
			14.	15.	16.	20.	21.	22.

Interior

Worn - W Born - B Ripped - R Stain - S Cracked - C

Front Carpet _____
Rear Carpet _____
Front Seat _____
Rear Seat _____
Headliner _____
Door Panels _____

Function & Tires

Operational: Yes No Difficulty starting: Yes No

Tires & Rims.	Front R	Front L	Rear R	Rear L	Spare
S - scratched					
D - dented					
W - worn C - cut					
R - rubbed					