

# 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		
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		
Exterior			
62	Check central locking/keyless entry/alarm/close doors		
63	Check window convenience open/closure operation		
64	Check bonnet alignment		
65	Front tow eye cover present?		
66	Check fuel cap/rubber stops and fuel flap		
67	Check rear screen glass for cracks and chips		
68	Check boot/tailgate		
69	Check security of bumpers/lower skirts		
70	Check roof/aerial attachment		
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
- Chip - CH
- Cracked - CR
- Dented - D
- Missing - M
- Pitted - PT
- Rusty - R
- Rubbed - RU
- Scratch - S
- Heirline Scratch - HS
- Stained - ST
- Torn - T

	1.		6.				
	2.		7.				
	3.		8.				
	4.		9.				
	5.		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					