

Appraisal Checklist

Name:

Date:

| | | |
|------------------|---------------------------------|---------|
| Model: | Year: | Colour: |
| 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 operating/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 all window/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/removeable 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/soft 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 check | | |
|------------------------|---|--|
| 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 | Cracks | Shoulder Wear |
|-------|-------|----------|--------|---------------|
| N/S/F | | | | |
| O/S/F | | | | |
| N/S/R | | | | |
| O/S/R | | | | |
| Spare | | | | |

Miscellaneous notes:

Tyre Size Front:

N/S/F

O/S/F

Tread: mm

Pressure: psi

Tread: mm

Pressure: psi

N/S/R

O/S/R

Tread: mm

Pressure: psi

Tread: mm

Pressure: psi

Tyre Size Rear:

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

Hairline Scratch - HS

Stained – ST

Torn – T

1.

2.

3.

4.

5.

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20.

21.

INTERIOR

Worn- W Burns –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 | | | | | | | |