

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:



Tread: mm

Pressure: psi

Tread: mm

Pressure: psi

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
Pitted – PT

Broken – BR
Rusty – R

Chip – CH
Rubbed – RU

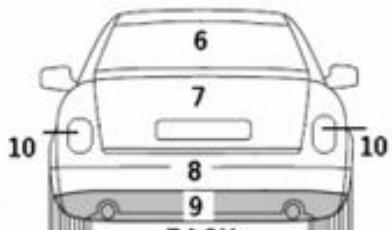
Cracked – CR
Scratch – S

Dented – D
Hairline Scratch – HS

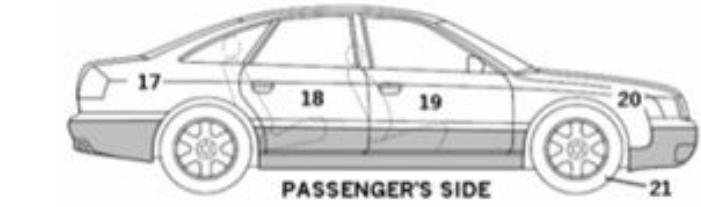
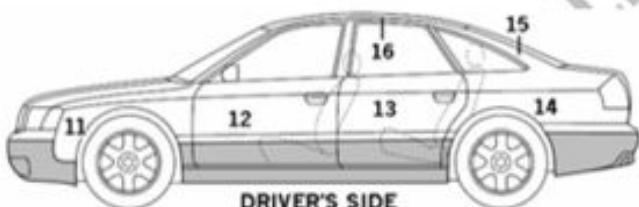
Missing – M
Stained – ST
Torn – T



1.
2.
3.
4.
5.



6.
7.
8.
9.
10.



11. 12. 13. 17. 18. 19.

14. 15. 16. 20. 21.

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 Tires & Rims,	Yes		No		Difficulty starting Spare
	Front R	Front L	Rear R	Rear L	
S – scratched	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D – dented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W – worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C – cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R – rubbed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	