## horizontal line**Vehicle Handover Checklist**

### **1. General Information**

* **Owner Name:** [Enter Name]
* **New Owner/Driver Name:** [Enter Name]
* **Vehicle Make and Model:** [Enter Make and Model]
* **Vehicle Registration Number:** [Enter Number]
* **Handover Date:** [Enter Date]

### **2. Vehicle Condition**

| **Component** | **Condition** | **Remarks** |
| --- | --- | --- |
| Exterior (Paint, scratches) | [Good/Damaged] | [Notes] |
| Tires | [Good/Worn Out] | [Notes] |
| Interior (Seats, dashboard) | [Good/Damaged] | [Notes] |

### **3. Accessories and Documents**

| **Item** | **Provided (Yes/No)** | **Remarks** |
| --- | --- | --- |
| Spare Tire | [Yes/No] | [Notes] |
| Registration Certificate (RC) | [Yes/No] | [Notes] |
| Insurance Papers | [Yes/No] | [Notes] |

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### **4. Fuel and Mileage**

* **Fuel Level:** [Enter Level]
* **Odometer Reading:** [Enter Reading]

### **5. Keys and Access**

* **Number of Keys Provided:** [Enter Number]
* **Remote/Alarm Provided:** [Yes/No]
* **Remarks:** [Enter Notes]

### **6. Signatures**

* **Owner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **New Owner/Driver Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** [Enter Date]