
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]

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]