

Vehicle inspection checklist: basic starter

A basic starter checklist for car dealers, lease, rental and fleet teams. Use it for appraisals, PDIs, handovers and returns, and add your own checks as you go.

Vehicle details	OK	ISSUE	NOTES / PHOTO
Registration, VIN and mileage recorded	☐	☐	
Make, model, colour and fuel type	☐	☐	
Inspection type: trade-in, PDI, handover or return	☐	☐	
Date, time, location and inspector name	☐	☐	

Exterior and bodywork	OK	ISSUE	NOTES / PHOTO
Front, rear and both sides photographed	☐	☐	
Dents, scratches and stone chips marked by panel	☐	☐	
Paint condition and colour match between panels	☐	☐	
Bumpers, trims, mirrors and door handles	☐	☐	
Windscreen and windows: chips, cracks, wiper damage	☐	☐	
Headlights, tail lights and indicators working	☐	☐	

Wheels and tyres	OK	ISSUE	NOTES / PHOTO
Tread depth recorded for each tyre	☐	☐	
Tyre brand, size and visible damage or bulges	☐	☐	
Alloy wheels: kerbing, scuffs and cracks	☐	☐	
Spare wheel or repair kit present	☐	☐	

Interior	OK	ISSUE	NOTES / PHOTO
Seats, carpets and headlining: wear, stains, tears	☐	☐	
Dashboard, steering wheel and controls	☐	☐	
Odours: smoke, pets or damp	☐	☐	
Keys and key count recorded	☐	☐	

Skip the clipboard: run this checklist with walk and talk in Inspect IT.

Speak your findings, take photos and let Inspect AI draft the report. Start free at inspectit.eu

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Under the bonnet and electronics	OK	ISSUE	NOTES / PHOTO
Fluid levels and any visible leaks	☐	☐	
Dashboard warning lights on start-up	☐	☐	
Infotainment, air conditioning and windows	☐	☐	
Battery condition and any fault codes	☐	☐	

Road test	OK	ISSUE	NOTES / PHOTO
Brakes, steering and suspension feel	☐	☐	
Gearbox and clutch behaviour	☐	☐	
Unusual noises or vibration	☐	☐	
Driver assistance features and camera	☐	☐	

Documents and sign-off	OK	ISSUE	NOTES / PHOTO
Service history and MOT or roadworthiness test	☐	☐	
Number of previous owners noted	☐	☐	
Agreed condition and any charges explained	☐	☐	
Customer and inspector sign-off with date	☐	☐	

Inspector notes

Inspector signature

Customer signature