

ACCIDENT DAMAGE DESCRIPTION FORM

Used where accident damage is known, suspected, or repaired.

Important: This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

1. Vehicle / Customer / Core Details

Vehicle registration:

2. Description, Checks and Disclosure Details

Accident history known? Yes / No
☐ Yes ☐ No ☐ N/A

Area damaged:

Repair completed? Yes / No
☐ Yes ☐ No ☐ N/A

Repair quality checked? Yes / No
☐ Yes ☐ No ☐ N/A

Repair invoices supplied? Yes / No
☐ Yes ☐ No ☐ N/A

Photos supplied? Yes / No
☐ Yes ☐ No ☐ N/A

Structural damage suspected? Yes / No
☐ Yes ☐ No ☐ N/A

Disclosure required? Yes / No
☐ Yes ☐ No ☐ N/A

Customer acknowledgement:

4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed: