

# COSMETIC CONDITION DESCRIPTION FORM

Used to describe the bodywork and visual condition.

**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:

\_\_\_\_\_

General bodywork condition:

\_\_\_\_\_

## 2. Description, Checks and Disclosure Details

Paint condition:

\_\_\_\_\_

Dent notes:

\_\_\_\_\_

\_\_\_\_\_

Scratch notes:

\_\_\_\_\_

\_\_\_\_\_

Stone chips:

\_\_\_\_\_

Rust/corrosion:

\_\_\_\_\_

Wheel/alloy condition:

\_\_\_\_\_

Interior condition:

\_\_\_\_\_

Seat condition:

\_\_\_\_\_

Glass condition:

\_\_\_\_\_

Age-related marks statement:

\_\_\_\_\_

Photo evidence attached? Yes / No

☐ Yes ☐ No ☐ N/A

## 4. Office Use Only

Stock/deal file updated?:

\_\_\_\_\_

Supporting documents attached?:

\_\_\_\_\_

Reviewed by:

\_\_\_\_\_

Date reviewed:

\_\_\_\_\_