

# ROADWORTHINESS DESCRIPTION FORM

Used to record whether the vehicle is being sold as roadworthy, for repair, or for parts. Used vehicles offered for sale by traders must be safe and roadworthy. Business Companion says exposing an unsafe or unroadworthy vehicle for sale may be a criminal offence.

**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

Roadworthy? Yes / No

☐ Yes ☐ No ☐ N/A

MOT status:

Safety checks completed:

Dangerous defects known? Yes / No

☐ Yes ☐ No ☐ N/A

Sold for road use? Yes / No

☐ Yes ☐ No ☐ N/A

Sold for repair? Yes / No

☐ Yes ☐ No ☐ N/A

Sold for parts/scrap? Yes / No

☐ Yes ☐ No ☐ N/A

Transport required? Yes / No

☐ Yes ☐ No ☐ N/A

Customer/trade buyer acknowledgement:

## 3. Approval, Acknowledgement and Signatures

Manager approval:

## 4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed: