

VEHICLE EQUIPMENT VERIFICATION FORM

Used to check that advertised features are actually present and working.

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:

Date checked:

2. Description, Checks and Disclosure Details

Feature being checked:

Present? Yes / No

☐ Yes ☐ No ☐ N/A

Working? Yes / No

☐ Yes ☐ No ☐ N/A

Not tested? Yes / No

☐ Yes ☐ No ☐ N/A

Fault found:

Repair required:

Advert wording updated? Yes / No

☐ Yes ☐ No ☐ N/A

3. Approval, Acknowledgement and Signatures

Checked by:

4. Office Use Only

Stock/deal file updated?:

Supporting documents attached?:

Reviewed by:

Date reviewed: