

Car Rental-Vehicle Inspection Checklist

Automobile

AUDIT VERIFICATION

Signature of Auditor

SIGNATURE

Mention Auditor's name

EXTERIOR AND LIGHTING CHECKS

Are high and low beams working properly?

Yes

No

NA

Are clearance, marker lights operational?

Yes

No

NA

Are left and right tail lights working properly?

Yes

No

NA

Are left and right front turn signals working properly?

Yes

No

NA

Are left and right rear turn signals working properly?

Yes

No

NA

Are left and right brake lights working properly?

Yes

No

NA

Are left and light back-up lights working properly?

Yes

No

NA

Is license plate light operational?

Yes

No

NA

Is audible back-up alarm operational?

Yes

No

NA

EXTERIOR BODY AND DAMAGES

Were Rear Windows Free of Cracks and Chips?

Yes

No

NA

Are windshield free of cracks and chips?

Yes

No

NA

Is front hood, grill and bumper free of damage?

Yes

No

NA

Is left mirrors adjustable and damage free?

Yes

No

NA

Is left fender damage free?

☐ Yes☐ No☐ NA

Is left door free of damage?

☐ Yes☐ No☐ NA

Is left side free of damage?

☐ Yes☐ No☐ NA

Were Left Side Windows Free of Cracks and Chips?

☐ Yes☐ No☐ NA

Any damage on Rear of Vehicle and Bumper?

☐ Yes☐ No☐ NA

Any damage on right side?

☐ Yes☐ No☐ NA

Is License Plate current and not expired?

☐ Yes☐ No☐ NA

Were Right Side Windows Free of Cracks and Chips?

☐ Yes☐ No☐ NA

Did you notice any damage on Right Door?

☐ Yes☐ No☐ NA

Did you notice any damage on Right Front Fender?

☐ Yes☐ No☐ NA

Is Right Mirror Adjustable and damage free?

☐ Yes☐ No☐ NA

Is Vehicle Clean and Free of Dirt?

☐ Yes☐ No☐ NA

INTERIOR CHECKS

How was the Condition of Driver Seat

☐ Safe☐ At Risk☐ NA

How was the Condition of Driver Seat Belt with Shoulder Harness

☐ Safe☐ At Risk☐ NA

How was the Condition of Windshield Wipers functioning

☐ Yes☐ No☐ NA

Is windshield washer fluid functioning and appropriately wetting windshield to clean?

☐ Yes☐ No☐ NA

Are Heater and Defroster working properly?

☐ Yes☐ No☐ NA

Is Air Conditioning working properly?

☐ Yes☐ No☐ NA

Are Dashboard Lights working properly?

Yes

No

NA

Were all Gauges working and did they display Appropriate Ranges?

Yes

No

NA

Are Interior Compartment Lights operational?

Yes

No

NA

Are Under Storage Lights working properly?

Yes

No

NA

Is interior Clean and Free of Loose Objects?

Yes

No

NA

Are Television and DVD systems working properly?

Yes

No

NA

Are Passenger Seat Belts Operational?

Safe

At Risk

NA

Are Passenger Seats in Good condition?

Safe

At Risk

NA

SAFETY CHECKS

Are Overhead lights fitted and working properly?

Safe

At Risk

NA

Is Beacon installed and working properly?

Yes

No

NA

Is First aid kit provided?

Yes

No

NA

Was Fire extinguisher pressure correct and inspection tag in date?

Yes

No

NA

Are Headlights on feature fitted to vehicle?

Yes

No

NA

Is Reverse beeper fitted and working properly?

Yes

No

NA

Are jack and tools required for wheel change supplied and tagged?

Yes

No

NA

Is Second spare tyre provided?

Yes

No

NA

Any Additional specialty equipment given?

Yes

No

NA

VEHICLE DESCRIPTION

Mention the Date of completion

DATE

2017-01-01

Registration number

UPLOAD

Mention the MVA number

Mention the Purchasing Year

DATE

2017-01-01

Brand of the vehicle

Mention the Model

Mention VIN (Vehicle Inspection Number)

Mention the License Number

Mention the License State