

Vehicle inspection checklist

ARTOVER RENTPRO

Walk around the vehicle in the same direction every time, so nothing is skipped.

Rental details

	Pickup	Return
Booking reference, date and time of the check	☐	☐
Place: office, airport, hotel or customer address	☐	☐
Customer name and the driver(s) on the agreement	☐	☐
Vehicle make, model and registration number	☐	☐
Odometer reading (km)	☐	☐
Fuel or charge level (for example 4/8, or a percentage)	☐	☐

Exterior, walk around the vehicle

	Pickup	Return
Front bumper, grille and number plate	☐	☐
Bonnet and windscreen (chips and cracks)	☐	☐
Front left wing, door and mirror	☐	☐
Rear left door, wing and sill	☐	☐
Boot or tailgate, rear bumper and number plate	☐	☐
Rear right wing, door and sill	☐	☐
Front right door, wing and mirror	☐	☐
Roof, side windows and sunroof	☐	☐
Photos: front, back, both sides and each corner, plus a close-up of every mark	☐	☐

Tyres and wheels

	Pickup	Return
Tread and sidewalls on all four tyres	☐	☐
Rims and hubcaps (scrapes from kerbs)	☐	☐
Spare wheel or repair kit, jack and wheel brace present	☐	☐

Interior

	Pickup	Return
Seats, carpets and boot lining (stains, burns, tears)	☐	☐
Dashboard: no warning lights with the engine running	☐	☐
Air conditioning, radio and USB or charging ports work	☐	☐
Seat belts and child seats (if rented) in good condition	☐	☐
Clean, with no smell of smoke	☐	☐

Lights and safety

	Pickup	Return
Headlights, indicators, brake and reverse lights	☐	☐
Horn, wipers and washer fluid	☐	☐
Equipment the law requires in the vehicle (for example a warning triangle)	☐	☐

Documents and keys

	Pickup	Return
Registration and insurance documents the driver must carry	☐	☐
Number of keys or remotes handed over	☐	☐
Accessories handed over (GPS, phone holder, child seat, roof rack)	☐	☐

Damage marked on the diagram

	Pickup	Return
Each existing mark drawn on the diagram with its type (scratch, dent, chip, crack) and rough size	☐	☐
A photo for every mark, taken so that the panel is recognisable	☐	☐
Anything the customer disagrees with, written down before the keys are handed over	☐	☐

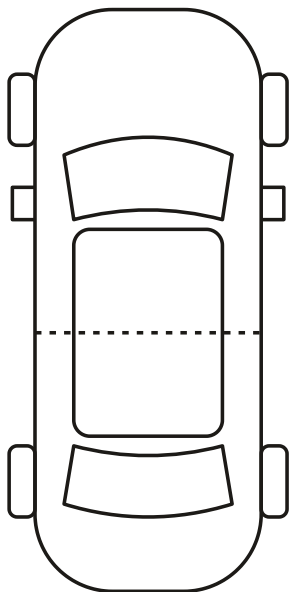
Sign-off

	Pickup	Return
Customer and staff sign and date the check	☐	☐
The customer gets a copy, with the photos, before driving away	☐	☐
At return: repeat the same checks, compare with the pickup and note any new damage, fuel and kilometres	☐	☐

Damage diagram

ARTOVER RENTPRO

Front



[Back](#)

Notes

[illegible]

S scratch · D dent · C chip · K crack · M missing

Pickup: Customer signature
Date and time

Pickup: Staff signature
Date and time

Return: Customer signature
Date and time

Return: Staff signature
Date and time