Car Rental Pre-Rental Inspection Checklist

Quality Control

VEHICLE	REGISTRATION / PLATE	RENTAL AGREEMENT #	DATE OUT	AGENT	RENTER NAME
			____ / ____ / _____		

EXTERIOR CONDITION

	OK	EXISTING DAMAGE		OK	EXISTING DAMAGE
Front bumper	◯	◯	Boot / trunk	◯	◯
Rear bumper	◯	◯	Roof	◯	◯
Left side panels	◯	◯	Windscreen and glass	◯	◯
Right side panels	◯	◯	Alloy wheels	◯	◯
Bonnet / hood	◯	◯	Tyres (tread, inflation)	◯	◯

EXISTING DAMAGE NOTES

Describe all existing damage

INTERIOR CONDITION

	OK	EXISTING DAMAGE		OK	EXISTING DAMAGE
Seats (stains, tears, burns)	◯	◯	Carpet and mats	◯	◯
Dashboard and trim	◯	◯	Boot / trunk interior	◯	◯

Smell (smoke, pet, other) ☐ Fresh ☐ Odour noted

VEHICLE STATUS

Odometer reading _____ km

Fuel level ☐ Full ☐ ¾ ☐ ½ ☐ ¼ ☐ Empty

Warning lights on dashboard ☐ None ☐ Present — noted

Spare tyre / repair kit present ☐ Yes ☐ No

RENTER ACKNOWLEDGEMENT

☐ Customer has inspected the vehicle

☐ All existing damage noted and agreed

Customer signature _____

Agent signature _____

Notes

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