Car Rental Return Inspection Checklist

Daily Operations

RETURN DATE	RETURN TIME	VEHICLE REG / UNIT	CUSTOMER NAME	RENTAL AGREEMENT #	AGENT
____ / ____ / _____					

ODOMETER & FUEL

Odometer reading _____ km

Fuel level ☐ Full ☐ 3/4 ☐ 1/2 ☐ 1/4 ☐ Empty

Fuel charge applicable ☐ No — returned full ☐ Yes — see rate

EXTERIOR — NEW DAMAGE

	CLEAR	NEW DAMAGE		CLEAR	NEW DAMAGE
Front bumper and bonnet	○	○	Roof	○	○
Rear bumper and boot	○	○	Windscreen and glass	○	○
Driver side panels	○	○	Wheels and tyres	○	○
Passenger side panels	○	○	Mirrors	○	○

INTERIOR

Seats and upholstery ☐ Clean ☐ Soiled / damaged

Dashboard and console ☐ Clean ☐ Damaged

	CLEAN	SOILED
Floor mats	○	○
Boot / cargo area	○	○

Smoke smell ☐ No ☐ Yes — cleaning fee

Personal items left behind ☐ None ☐ Items found — see notes

ACCESSORIES & EQUIPMENT

Keys and fobs (all returned) ☐ OK ☐ Missing

Spare tyre and jack ☐ Present ☐ Missing

	RETURNED	MISSING	N/A
Sat nav / GPS unit	○	○	○
Child seat (if rented)	○	○	○
Toll transponder	○	○	○

DAMAGE NOTES

New damage description (location, type, size)

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☐ Photos taken

Customer acknowledges damage ☐ Yes — signed ☐ No — disputes ☐ Customer not present

Agent signature _____

Notes

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