

Pickup/Inspection Checklist for Hired Car

Date: _____

ALL Pre-existing Damage (Exterior): _____

ALL Pre-existing Damage (Interior): _____

Time/Date-Stamped Photos of Entire Car: Exterior ___ Interior ___ Boot ___

Under the Bonnet ___ Undercarriage ___ Tyres & Rims ___ Other ___

Car Exterior

Tyres (Pressure / Wear / Tread—Lincoln Penny Test OK)	
Wiper Blades OK	
Headlights (Low / High / Fog) OK	
Directional Signals — All Working	
Brake Lights & Backup Lights — Working	
Windscreen & Windows — No Cracks, Etc.	
License Plates (F&R); Proper, Up-to-Date Registration Decals	
Bumpers	
Petrol Tank Door Location (Left or Passenger / Right or Driver / Rear)	
Mirrors (L & R / No Damage)	
Other:	

Car Interior

Clean Interior / No Smell / Comfortable Seats	
Stains on Seats / Floor / Ceiling (Yes or No)	
Directional Signals (Location / Working)	
Wipers & Washer Fluid (Location / Working / How to Operate)	
A/C & Heat & Defroster & Rear Defroster (Locations / Working)	
Boot Latch (Location / Working)	
Petrol Tank Cover Latch (Location / Working)	
Bonnet or Hood Latch (Location / Working)	
Glove Compartment (Working / Locks) – Parking Disc?	
Manual & Registration Paperwork in Glove Compartment	
Parking/Emergency Brake (Location / Working)	
Transmission (Auto or Manual / Reverse Location / Working)	
12V Power Outlet (Location / Fits Garmin Plug)	
Odometer (Location / Trip Reset / Working)	
Speedometer (Location / Working)	
Radio (Location / How to Operate / Working)	
Seat Adjustment Levers (Locations / Working)	
Windows (Working) / Doors & Door Locks (Working)	
Hazard Lights (Location / Working)	
Headlights (Location / Working / How to Operate)	

Car Interior (cont.)

Cruise Control (Location / How to Operate)	
Seat Belts (Operational)	
Cup Holders (Location)	
Interior Light (Location / Working)	
Engine Temperature Gauge (Working)	
Gas/Petrol Gauge (Working / Fuel Level at Car Pickup)	
Battery/Voltage Gauge (Working)	
Sun Visors (Working)	
Horn (Working)	
Transmission (Working—Forward <u>and</u> Reverse)	
Brakes (Working / No Strange Noises)	
Steering Wheel (Adjustable / Working / How to Operate)	
Mirrors (L–R–Interior / Working / How to Operate)	
Car Idle (Smooth / Rough / Surging / Etc.)	
No Warning Lights Come On at Start	
Mileage at Pickup	
Mileage at Return	
Other:	
Other:	
Other:	

Under the Bonnet & Undercarriage

Oil (Location / Level OK)	
Washer Fluid (Location / Level OK)	
Brake Fluid (Location / Level OK)	
Transmission Fluid (Location / Level OK)	
Power Steering Fluid (Location / Level OK)	
Battery (Location / Terminals Secured / Battery Secure)	
Hoses & Belts (No visible cracks or leaks)	
Undercarriage: No visible leaks or broken parts	
Undercarriage: Exhaust firmly secured	
Other:	
Other:	

In the Boot

Spare Tyre (Location / Pressure)	
Car Jack (Location / Working)	
Lug Wrench (Location / Not Stripped)	
Other Tools / Emergency Equipment:	
Clean / Free of Stains / Etc.	
Other:	
Other:	

Miscellaneous

Burglar Alarm (Does this car have one? How does it work? Code?)	
Spare Key for Vehicle (Is there one? Cost? Policy?)	
Other:	
Other:	
Other:	
Other:	
Other:	

At Car Return

Time/Date-Stamped Photos of Entire Car: Exterior ___ Interior ___ Boot ___

Under the Bonnet ___ Undercarriage ___ Tyres & Rims ___ Other ___