

[YOUR BUSINESS NAME]

VEHICLE CONDITION REPORT

Before the tow and at drop-off — check what you looked at; write the rest below

Customer / owner: _____ Phone: _____ Call or job #: _____

Vehicle (year / make / model / color): _____ Plate: _____ VIN (last 8): _____

Pickup location: _____ Date / time: _____ Odometer: _____

Drop-off location: _____ Date / time: _____ Miles towed: _____

Reason for tow (circle): accident · breakdown · no start · lockout · impound · transport

Drivable before the tow: Y / N Loaded with (circle): flatbed · wheel-lift · dollies

Keys received: Y / N (how many: ____) Fuel (circle): E · $\frac{1}{4}$ · $\frac{1}{2}$ · $\frac{3}{4}$ · F Owner present at pickup: Y / N

EXTERIOR AT PICKUP — WALK AROUND WITH THE OWNER IF PRESENT

- ☐ Front bumper, grille, hood, windshield and headlights
- ☐ Roof, sunroof and antenna
- ☐ Driver side — fender, doors, mirror and quarter panel
- ☐ Passenger side — fender, doors, mirror and quarter panel
- ☐ Trunk or tailgate, rear bumper, tail lights and rear window
- ☐ Paint — scratches, chips, prior repairs
- ☐ Dents, dings and collision damage (note which panels)
- ☐ Underside and spoiler — low clearance noted
- ☐ Trim, decals, wraps and aftermarket parts — lift kit, lowered suspension, body kit

WHEELS, TIRES AND CONTROLS

- ☐ Rims and tires — curb rash, bent, flat or damaged (note which)
- ☐ Wheel lock key received if there is one, hubcaps and lug nuts all present
- ☐ Transmission in neutral or park, parking brake released for loading
- ☐ Steering unlocked (note if the wheel is locked or the key is missing)

INTERIOR AND CONTENTS

- ☐ Seats, dashboard and electronics — tears, stains, deployed airbags
- ☐ Windows closed and doors locked for the tow
- ☐ Personal items listed below; glove box and console checked with the owner
- ☐ Loose items secured — child seat, tools, cargo

- ☐ Fuel level and odometer recorded above

HOOK-UP AND LOADING

- ☐ Tie-down points clear of body panels, bumpers and spoilers
- ☐ Fluids leaking at pickup (note what and where)
- ☐ Broken glass or loose parts collected and placed in the vehicle
- ☐ Photos taken from all four corners before loading, and of every mark listed below

AT DROP-OFF

- ☐ Walk-around repeated with the person receiving the vehicle; new damage: none, or listed below
- ☐ Keys handed over (to whom — noted below), vehicle left locked, personal items inside
- ☐ Photos taken from all four corners after unloading

DAMAGE PRESENT AT PICKUP

1. Where: _____ What: _____ Photo #: _____

2. Where: _____ What: _____ Photo #: _____

3. Where: _____ What: _____ Photo #: _____

NEW DAMAGE AT DROP-OFF, IF ANY

1. Where: _____ What: _____ Photo #: _____

PERSONAL ITEMS IN THE VEHICLE

RECORD

Driver: _____ Truck #: _____ Date / time: _____

Received at drop-off by: _____ (owner / shop / yard) Date / time: _____

A condition report records what the vehicle looked like before and after the tow. It is not a state safety or emissions inspection. Keep the copy and the photos with the job record.

[Your business name] · [Your phone] · [Your website]