

Part-exchange appraisal form

One form per car. Price every fault, then work out the offer at the bottom.



Dealership _____ Appraised by _____ Date _____

1. Customer and vehicle

Customer _____ Phone _____ Email _____
Registration _____ Make and model _____ Variant _____
Mileage _____ Colour _____ First registered _____
Fuel _____ Gearbox _____ Keys (number) _____

2. Documents and history

☐ V5C logbook seen, customer is registered keeper ☐ Service history (book or digital) ☐ MOT certificate / expiry checked
☐ Spare key ☐ Locking wheel nut
☐ MOT history checked (mileage at each test) ☐ History check run: finance / write-off / stolen clear ☐ Service history check run
Last service (date, miles) _____ MOT expiry _____ Finance lender _____

3. Exterior, wheels and glass

Item	OK	Fault	Notes	Cost £
Front: bumper, bonnet, grille				
Nearside: wings, doors, sill				
Offside: wings, doors, sill				
Rear: bumper, boot, tailgate				
Roof and paint finish				
Glass, mirrors and lights				
Alloy or steel wheels				

4. Tyres and brakes

	Front near	Front off	Rear near	Rear off	Spare / kit	Cost £
Tread (mm)						
Brakes (discs / pads)						

5. Interior and road test

Item	OK	Fault	Notes	Cost £
Seats, trim and carpets				
Smells, smoking, pets				
Dashboard warning lights				
Air conditioning and heater				
Electrics, infotainment, windows				
Engine start, noise, smoke				
Gearbox and clutch				
Steering, suspension, braking				

6. Valuation and offer

Trade value for its condition (poor / average / clean)	£	Finance settlement (written figure)	£
Less: total cost of work (sections 3 to 5)	£	Equity (offer minus settlement)	£
Less: amount held back for risk	£	Days to sell for this model	
Part-exchange offer	£	Decision: retail / trade / auction	

Customer signature _____ Appraiser signature _____

The offer is valid only for the car as inspected, at the mileage recorded, subject to a clear history check and a written finance settlement. Tyre tread must be at least 1.6mm across the central three quarters of the tread.