



# Automotive Trade-In Appraisal Checklist

## Vehicle Identification & Documentation

Verify VIN, title, registration, and confirm ownership.

**Year of Vehicle**

**Make of Vehicle**

**Model of Vehicle**

**VIN (Vehicle Identification Number)**

**Odometer Reading**

### Copy of Title (front and back)

 Upload File

### Title Status

- ☐ Clean
- ☐ Salvage
- ☐ Rebuilt

## Exterior Condition Assessment

Evaluate paint, body panels, glass, tires, lights, and overall cosmetic condition.

### Paint Condition (1-5, 1=Excellent, 5=Poor)

Enter a number...

### Visible Body Damage

- ☐ Scratches
- ☐ Dents
- ☐ Rust
- ☐ Cracks
- ☐ None

### Description of any body damage

Write something...

### Tire Tread Depth (each tire, in mm/inches)

### Windshield Condition

☐ Excellent☐ Good☐ Fair☐ Poor

### Exterior Photos (front, rear, sides)

## Interior Condition Assessment

Assess upholstery, carpets, dashboard, and overall cleanliness and wear.

### Upholstery Wear Score (1-5, 1=Excellent, 5=Severe)

### Upholstery Damage Types

☐ Rips/Tears☐ Stains☐ Burn Marks☐ Fading☐ None

### Carpet Condition Score (1-5, 1=Excellent, 5=Severe)

Enter a number...

### Carpet Damage Types

- ☐ Stains
- ☐ Wear Spots
- ☐ Rips/Tears
- ☐ Odors
- ☐ None

### Dashboard Condition Notes

Write something...

### Odor Present?

- ☐ Yes
- ☐ No

### Odor Description (if present)

Write something...

## Mechanical Inspection

Check engine, transmission, brakes, suspension, and other key mechanical components (can be high-level or require test drive).

### Engine RPM at Idle

Enter a number...

### Brake Pedal Travel (inches)

Enter a number...

### Transmission Performance

- ☐ Smooth
- ☐ Slipping
- ☐ Rough
- ☐ Normal

### Suspension Noise

- ☐ None
- ☐ Clunking
- ☐ Squeaking
- ☐ Bouncing

### Additional Mechanical Notes

Write something...

### Fluid Levels (Check/Full)

Enter a number...

# Mileage Verification

Confirm odometer reading and check for any discrepancies or potential rollback.

## Odometer Reading (Current)

Enter a number...

## VIN (Vehicle Identification Number)

Write something...

## Notes on Odometer Appearance (e.g., Tampering, Digital Display)

Write something...

## Odometer Verified Against Title?

- ☐ Yes
- ☐ No
- ☐ N/A

## Date of Mileage Verification

Enter date...

# Market Value Research

Determine current market value based on condition, mileage, and local pricing.

### Mileage

Enter a number...

### Condition (Excellent, Good, Fair, Poor)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

### Private Party Value (KBB/Edmunds)

Enter a number...

### Dealer Retail Value (KBB/Edmunds)

Enter a number...

### Local Market Trends (Hot, Neutral, Cool)

☐ Hot

☐ Neutral

☐ Cool

### Notes on Market Factors

Write something...

## Trade-In Offer & Disclosures

Present trade-in offer, discuss any condition-related deductions, and ensure full disclosure of appraisal details.

### Offered Trade-In Value

Enter a number...

### Explanation of Value Determination

Write something...

### Condition Deductions Explained

Write something...

### Vehicle Condition Classification

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Salesperson Name

Write something...

### Salesperson Signature



### Customer Acknowledgment Notes (if any)

Write something...

## Customer Acknowledgement & Sign-Off

Obtain customer signature acknowledging appraisal terms and conditions.

### Customer Signature

### Date of Appraisal

Enter date...

### Customer Printed Name

Write something...

### Customer Comments/Questions (optional)

Write something...

### Customer Understanding of Appraisal Conditions

☐ Yes, I understand

☐ No, I do not understand

**Appraiser Name**

Write something...