

VEHICLE CONDITION REPORT

Check-in / check-out inspection — attach time-stamped photos (minimum 12 per inspection)

DRAFT TEMPLATE — prepared for Rental Focus LLC for review by a Massachusetts-licensed attorney and the company's insurance broker before use. Bracketed items [] must be completed. Not legal advice.

Booking no.	_____
Vehicle (year/make/model) / plate	_____
VIN	_____
Owner	_____
Renter / Company	_____

	CHECK-OUT (pickup)	CHECK-IN (return)
Date / time		
Location		
Odometer		
Fuel / charge level		
Photos uploaded (qty)		

Condition codes: **OK** = no damage · **S** = scratch · **D** = dent · **C** = crack/chip · **M** = missing · **T** = torn/stain

Item	Check-out code / notes	Check-in code / notes
Front bumper		
Hood		
Windshield / glass		
Roof		
Left front fender / door		
Left rear door / quarter panel		
Right front fender / door		
Right rear door / quarter panel		
Rear bumper / tailgate / trunk		
Headlights / taillights		
Mirrors		
Wheels / rims		
Tires (tread / pressure)		
Seats / upholstery		
Carpets / mats		



Item	Check-out code / notes	Check-in code / notes
Dashboard / screens		
Warning lights		
Cargo area / bed		
Spare tire / jack		
Keys / fobs (qty)		
Registration & insurance card		
Cleanliness / odor		

New **damage** **or** **issues** **found** **at** **check-in:**

The parties confirm that this report accurately reflects the condition of the Vehicle at the times stated. Photos uploaded to the Rental Focus Platform form part of this report.

RENTER at check-out

Signature: _____ Date: _____

Printed name: _____ Title: _____

OWNER / AGENT at check-out

Signature: _____ Date: _____

Printed name: _____ Title: _____

RENTER at check-in

Signature: _____ Date: _____

Printed name: _____ Title: _____

OWNER / AGENT at check-in

Signature: _____ Date: _____

Printed name: _____ Title: _____