

Dealership / garage

Address (optional)

Vehicle handover record: courtesy or loan car

Reference no.	Place	Date	Time

Handed over by (dealership / garage)

Name	Role / department

Received by (customer)

Name	Department / company

Phone (optional)	Licence category (optional) ☐ B ☐ BE ☐ C1 ☐ C1E ☐ C ☐ CE ☐ Other

☐ Original driving licence shown

Vehicle

Number plate	Make / model	VIN (optional)
Drive ☐ Combustion ☐ Hybrid ☐ Electric	Mileage (km)	Fuel level ☐ empty ☐ ¼ ☐ ½ ☐ ¾ ☐ full
Charge level (%)	Next MOT / inspection (optional)	Next service (optional)

Keys and cards

Type	Label / no.	Qty

Fuel and charging cards: only the last four digits.

Possible entries: Type – Vehicle key, Spare key, Keyless card / fob, Fuel card, Charging card, Garage / parking permit, Other

Documents and equipment

☐ Registration certificate (part I)	☐ Owner's manual / service book	☐ Warning triangle
☐ First-aid kit	☐ High-visibility vest(s)	☐ Charging cable

☐ Spare wheel or tyre repair kit

☐ Tool kit

☐ Parking disc

☐ Logbook

Other

Condition at handover

Inside

☐ clean ☐ slightly dirty ☐ very dirty

Outside

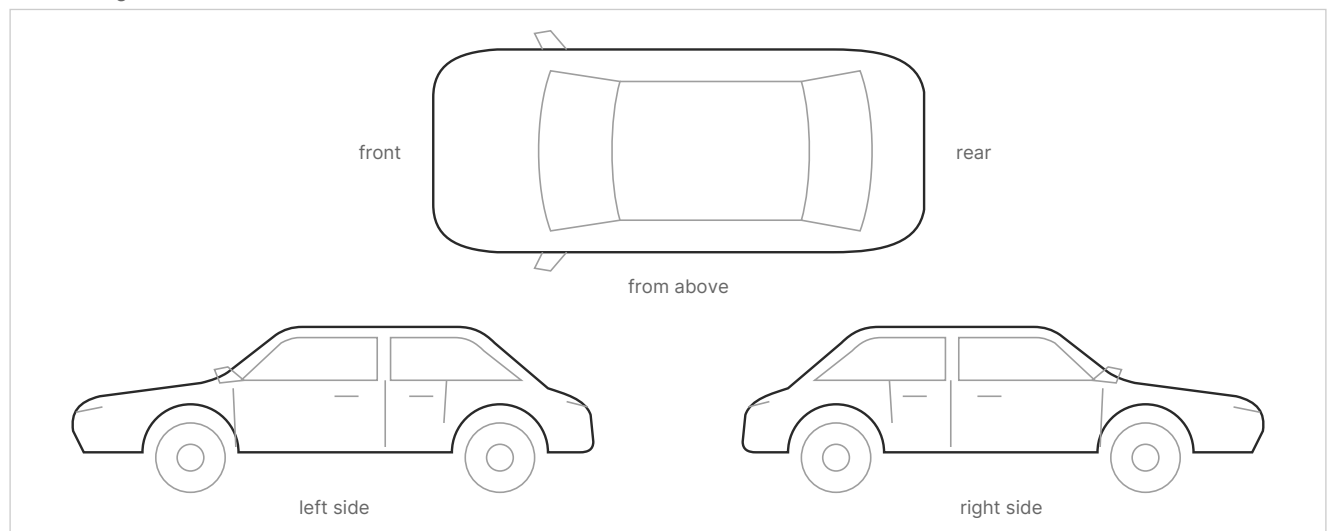
☐ clean ☐ slightly dirty ☐ very dirty

Position	Description

Possible entries: Position – front, rear, left, right, roof, windows, wheels / rims, interior

Notes

Mark damage here



Agreed return

Return

☐ open-ended

☐ on a set date

Date

Time

Purpose and notes

The recipient takes over the vehicle as a courtesy or loan car for the period stated. The dealership's or garage's terms for courtesy and loan cars apply. Damage, accidents and losses must be reported without delay.

Handed over by

Signature

Name

Place, date

Received by

Signature

Name

Place, date

Return

Returned on

Time

Mileage (km)

Fuel level

☐ empty ☐ ¼ ☐ ½ ☐ ¾ ☐ full

Charge level (%)

All keys and cards returned

☐ Yes ☐ No

Missing keys or cards

New damage

Notes

Returned by

Signature

Name

Place, date

Received back by

Signature

Name

Place, date