

# Vehicle Handover Document

## 1. Vehicle Information

|                     |                   |
|---------------------|-------------------|
| Make & Model        | Toyota Corolla    |
| Year                | 2022              |
| Registration Number | ABC-1234          |
| VIN (Chassis No.)   | JTDBR32E320123456 |
| Color               | White             |
| Odometer Reading    | 15,200 km         |

## 2. Handover Parties

|                                       |                 |
|---------------------------------------|-----------------|
| Name of Handover Party (Owner/Lessor) | John Doe        |
| Contact                               | +1 555 0123 456 |
| Name of Recipient (Driver/Lessee)     | Jane Smith      |
| Contact                               | +1 555 4567 891 |

## 3. Accessories & Documents Provided

|                             |                    |                    |
|-----------------------------|--------------------|--------------------|
| âœ” Registration Paper (RC) | âœ” Insurance Copy | âœ” Spare Wheel    |
| âœ” Tool Kit                | âœ” Jack           | âœ” Owner's Manual |
| âœ” Both Keys               |                    |                    |

## 4. Handover Details

|                    |                                                           |
|--------------------|-----------------------------------------------------------|
| Date of Handover   | 2024-06-15                                                |
| Place of Handover  | 123 Main Street, City, Country                            |
| Remarks / Comments | Vehicle inspected and accepted in good running condition. |

Signature of Handover Party  
Date: \_\_\_\_\_

Signature of Recipient  
Date: \_\_\_\_\_

### **Important Notes**

- Both parties should verify vehicle condition and listed accessories before signing.
- Ensure all vehicle documents are handed over and their details recorded correctly.
- Take photographs of the vehicle during handover for documentation.
- This document serves as proof of transfer of vehicle possession on the stated date.
- Keep a signed copy of this document with both parties for future reference.