

# 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

✓ Registration Paper (RC)	✓ Insurance Copy	✓ Spare Wheel
✓ Tool Kit	✓ Jack	✓ Owner's Manual
✓ 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.