

# Vehicle Description Report

Questions? Contact Mitchell Service Bureau: (800) 710-2451 Fax: (858) 530-8904 Email: TLVServiceCenter@mitchell.com



Claim-Suffix ID:		Claimant Name:		Claimant Phone:		Loss Date:	
License Plate:		Insured Name:		Insured Phone:		Loss Type:	
VIN:		Year:	Make:		Model:		Sub-model:
Mileage:		Body Style:				Ext. Color:	
Engine:		Transmission: <input type="checkbox"/> Adaptive <input type="checkbox"/> Automatic <input type="checkbox"/> Interactive <input type="checkbox"/> Manual				Drive Train: <input type="checkbox"/> 2WD <input type="checkbox"/> 4WD <input type="checkbox"/> AWD	
Location of Vehicle:			Zip Code:	Inspected By:			Date:

## FACTORY INSTALLED OPTIONS AND EQUIPMENT:

<b>EXTERIOR</b> <input type="checkbox"/> Air Dam – Front <input type="checkbox"/> Air Dam – Rear <input type="checkbox"/> Automatic Headlights <input type="checkbox"/> Carriage Top <input type="checkbox"/> Fog Lights <input type="checkbox"/> Graphics – OEM <input type="checkbox"/> Ground Effects – OEM <input type="checkbox"/> Luggage Rack <input type="checkbox"/> Mirror – Heated and Power <input type="checkbox"/> Pickup – Dual Rear Wheels <input type="checkbox"/> Pickup – Exterior Rails <input type="checkbox"/> Pickup – Sliding Rear Window <input type="checkbox"/> Pickup – Snow Plow Prep. Package <input type="checkbox"/> Pickup – Truck Bed Liner <input type="checkbox"/> Pickup – Tonneau Cover <input type="checkbox"/> Power Mirrors <input type="checkbox"/> Privacy Glass <input type="checkbox"/> Rear Step Bumper – Chrome <input type="checkbox"/> Rear Step Bumper – Painted <input type="checkbox"/> Removable Top <input type="checkbox"/> Running Boards <input type="checkbox"/> Soft Top <input type="checkbox"/> Spoiler (Rear) <input type="checkbox"/> Tinted Glass	<input type="checkbox"/> Two-Tone Paint <input type="checkbox"/> Trailer Tow Hitch / Receiver <input type="checkbox"/> Trailer Tow Package <input type="checkbox"/> Van – Dual Power Sliding Doors <input type="checkbox"/> Van – Power Sliding Side Door <input type="checkbox"/> Vinyl/Landau Top <input type="checkbox"/> Wheels – Alum/Alloy <input type="checkbox"/> Wheels – Chrome <input type="checkbox"/> Wheels – Wire <b>INTERIOR</b> <input type="checkbox"/> Adjustable Foot Pedals <input type="checkbox"/> Air Conditioning – Automatic <input type="checkbox"/> Air Conditioning – Manual <input type="checkbox"/> Air Conditioning – Rear <input type="checkbox"/> Audio – AM/FM <input type="checkbox"/> Audio – Cassette <input type="checkbox"/> Audio – CD Player <input type="checkbox"/> Audio – CD Remote Changer <input type="checkbox"/> Audio – Entertainment / DVD System <input type="checkbox"/> Audio – In-Dash CD Changer <input type="checkbox"/> Audio – MP3 <input type="checkbox"/> Audio – Premium Sound System <input type="checkbox"/> Audio – Rear Entertainment / DVD System <input type="checkbox"/> Cruise Control <input type="checkbox"/> Moonroof – Power	<input type="checkbox"/> Moonroof – Dual <input type="checkbox"/> Navigation System <input type="checkbox"/> OnStar <input type="checkbox"/> Power Locks <input type="checkbox"/> Power Windows <input type="checkbox"/> Rear Window Defogger <input type="checkbox"/> Seats – First Row Bench <input type="checkbox"/> Seats – First Row Buckets <input type="checkbox"/> Seats – Heated <input type="checkbox"/> Seats – Heated and Cooled <input type="checkbox"/> Seats – Leather <input type="checkbox"/> Seats – Power Driver <input type="checkbox"/> Seats – Power Passenger <input type="checkbox"/> Seats – Second Row Bench <input type="checkbox"/> Seats – Second Row Buckets <input type="checkbox"/> Seats – Third Row Bench <input type="checkbox"/> Seats – Third Row Buckets <input type="checkbox"/> Sunroof (Power) <input type="checkbox"/> Telescope Steering Wheel <input type="checkbox"/> Tilt Steering – Automatic <input type="checkbox"/> Tilt Steering – Manual <b>MECHANICAL</b> <input type="checkbox"/> ABS Brake Systems <input type="checkbox"/> ABS – Four Wheel <input type="checkbox"/> ABS – Rear Only	<input type="checkbox"/> Automatic Load-Leveling <input type="checkbox"/> Pickup – Dual Fuel Tanks <input type="checkbox"/> Pickup – Power Running Board <input type="checkbox"/> Power Brakes <input type="checkbox"/> Power Steering <input type="checkbox"/> Suspension – Rear Air <input type="checkbox"/> Suspension – Self-leveling <input type="checkbox"/> Traction Control <b>SAFETY</b> <input type="checkbox"/> Air Bag – Driver Side <input type="checkbox"/> Air Bag – Front Side <input type="checkbox"/> Air Bag – Head <input type="checkbox"/> Air Bag – Passenger Side <input type="checkbox"/> Air Bag – Second Row Side <input type="checkbox"/> Air Bag – Side Air Bags – Curtain <input type="checkbox"/> Air Bag – Side Air Bags – Torso <input type="checkbox"/> Anti-Theft – System <input type="checkbox"/> Anti-Theft – Tracking/Notification <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Keyless Entry <input type="checkbox"/> Remote Ignition <input type="checkbox"/> Reverse Sensor <input type="checkbox"/> Safety Rollbar <input type="checkbox"/> Tire Inflation/Pressure Monitor
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## VEHICLE CONDITION:

5 – Excellent 4 – Very good 3 – Good 2 – Fair 1 – Poor U – Unknown

INTERIOR		Comments
<b>SEATS:</b> Seats, seat belts, seat backs, and headrests. Includes third seats in vans, SUVs, and wagons.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>CARPET:</b> Includes molded inserts. Includes trunk carpet and floor mats.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>HEADLINER:</b> Headliner and visors.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>DOORS / INTERIOR PANELS:</b> All inner door panels. Trunk panels.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>DASH/CONSOLE:</b> Center and overhead console.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>GLASS:</b> Glass only. Does not include moldings, aftermarket tint, or plastic convertible glass.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
EXTERIOR		
<b>BODY:</b> Outside body panels, including truck beds. Does not include bumpers or grills. Ding = golfball size or smaller.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>PAINT:</b> All body panels, including truck beds. Does not include paint on bumpers, trim, or spoiler.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>TRIM:</b> Major: grilles, bumpers, wheels, mirrors, body cladding, luggage racks, spoilers, running boards, and roof racks. Minor: lamps, emblems, antennas, wheel covers, and all outside moldings.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>VINYL OR CONVERTIBLE TOPS:</b> Convertible roof including plastic back glass, simulated convertibles, landau, full vinyl top	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
MECHANICAL		
<b>ENGINE:</b> If engine is inaccessible, mark as Unknown.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
<b>TRANSMISSION:</b> If transmission inaccessible, mark as Unknown.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	
TIRES		
Rate tires independently, add ratings for each tire (4) to determine overall rating.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> U	



# VEHICLE INSPECTION CHECK LIST & CONDITION REPORT

Customer: \_\_\_\_\_ Option #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ BODY STYLE: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ LICENSE: \_\_\_\_\_ VEHICLE ID#: \_\_\_\_\_

Accessories: A.C.  A.T.  P.B.  P.S.  P.L.  P.W.  P.Sts.  V. Top  Tilt Wheel  C.C.  Sunroof  T. Roof  Spec. Wheels

Stereo  Tape  Disc  Engine 4 Cyl.  6 Cyl.  8 Cyl.  Diesel  Color \_\_\_\_\_ Other

Body - Trim - Glass \_\_\_\_\_

Repair	Replace	Details of Repair	Paint	Labor Hours	Parts	Sublet

Tires	Gauge Depth	Size	Price	INTERIOR/ACCESSORIES		Labor Hours: _____ @ \$ _____ \$ _____
				Details	Price	
LF	/32		\$	Carpets	\$	Paint Hours: _____ @ \$ _____ \$ _____
				Seats	\$	
LR	/32		\$	Headliner	\$	Materials: _____ \$ _____
				Trim Panels	\$	
R/F	/32		\$	Dash	\$	Parts: _____ \$ _____
				Console	\$	
R/R	/32		\$	Radio/Spkers	\$	Sublet: _____ \$ _____
				Wipers	\$	
SPARE			\$	Air Cond.	\$	Total Body \$ _____
				Elec. Windows	\$	
Wheels/Covers			\$	Trunk	\$	
Total Tires/Wheels/Covers			\$	Total Interior	\$ _____	

Mechanical Repairs	L = Labor	P = Parts	Total Mechanical
Fluid Leaks	\$ L _____ P _____	A/T Fluid \$ L _____ P _____	Total Mechanical \$ _____
Hoses / Belts	\$ L _____ P _____	Coolant \$ L _____ P _____	
Exhaust Manifold/Pipe	\$ L _____ P _____	Muffler \$ L _____ P _____ Converter \$ L _____ P _____	
Trans. or Clutch Slippage	\$ L _____ P _____	Brakes \$ L _____ P _____	
Tune Up Major	\$ L _____ P _____	Tune Up Minor \$ L _____ P _____ Battery/Charge \$ L _____ P _____	
Upper Engine Noise	\$ L _____ P _____	Lower Engine Noise \$ L _____ P _____	

Add On Items:	Required Clean Up:	Remarks:
Antennas \$ _____	Steam Engine / Undc. \$ _____	
Mirrors \$ _____	Compound/ Buff Ext. \$ _____	
Spot Lights \$ _____	Shampoo Interior \$ _____	
Lettering \$ _____	Restore Material Top \$ _____	
Decals \$ _____		
Trailer Hitches \$ _____		
Racks \$ _____		
Emergency Lights \$ _____		
Total Add Ons \$ _____	Total Clean Up \$ _____	

Repair Costs:	Tires	Interiors	Body	Mechanical	Add On Items	Clean Up	Total	Appraiser:
	\$	\$	\$	\$	\$	\$	\$	

Location of Inspection: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_