

**EXAMPLE COMPANY LTD**

Trading as Example Company  
85 Great Portland Street, First Floor  
London W1W 7LT · Company no. 15222948

AGREEMENT NO. **RA-2026-04821**  
REPORT NO. **VCR-2026-65212**  
BOOKING REF. **NSL-2026-0048**  
DATE ISSUED **08 May 2026**  
VEHICLE REG. **LR74 KMZ**

## RENTAL AGREEMENT & CONDITION REPORT

This document is entered into on **08 May 2026** between **Example Company Ltd** ("the Lessor") and **James Whitmore** ("the Hirer") for the hire of the vehicle described below. It comprises two parts, each signed off separately at handover: **Part 1 – Rental Agreement** (sections 1–7) setting out the commercial and legal terms of hire, and **Part 2 – Vehicle Condition Report** (sections 8–14) recording the condition of the vehicle at handover.

SAMPLE

# RENTAL AGREEMENT

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AGREEMENT NO. RA-2026-04821	HIRE TERM 14 days	FROM 08 May 2026, 09:30:14	TO 22 May 2026, 17:00:00
YARD London W1 · 08:00– 18:00 Mon–Sat	CONDITIONS Clear, 14 °C, dry		

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## 1 THE PARTIES

LESSOR

**Example Company Ltd**  
Trading as Example Company

PREPARED BY

**Daniel Whitlock · Operations**

PHONE

+44 20 4538 6960

EMAIL

daniel.whitlock@examplecompany.com

HIRER

**James Whitmore** · DOB 14 Mar 1987 (39)  
47 Sycamore Grove, Chorlton  
Manchester M21 9PL, United Kingdom

PHONE

+44 7723 481 029

EMAIL

james.whitmore@northstarlogistics.co.uk

ID DOCUMENT

UK Passport · 558319284 · expires 14 Jul  
2030

EMPLOYER

NorthStar Logistics Ltd · 09182734

EMERGENCY CONTACT

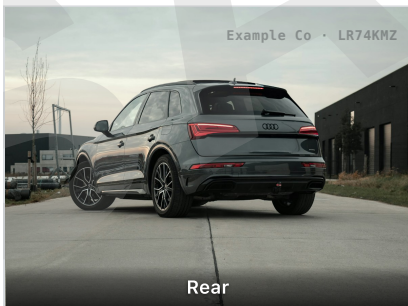
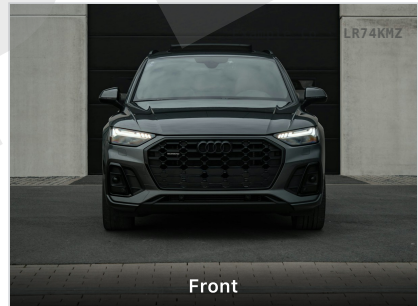
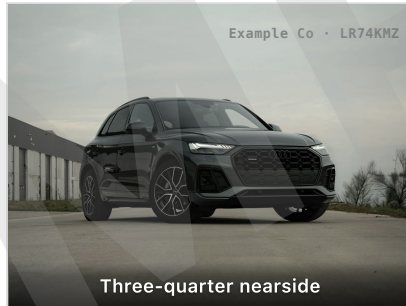
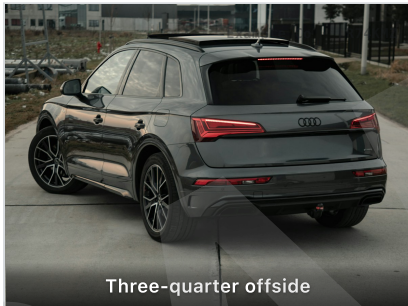
Sarah Whitmore (spouse) · +44 7825 119 044

## 2 THE VEHICLE

REGISTRATION	<b>LR74 KMZ</b>
MAKE & MODEL	Land Rover Discovery Sport R-Dynamic S
YEAR	2024
COLOUR	Eiger Grey
FUEL	Mild-hybrid Diesel
TRANSMISSION	9-spd Automatic
ENGINE	1,997 cc · capacity
ENGINE NO.	204DT-2024-0H487126
VIN	SALCA2BN2RH123087
FIRST REGISTERED	14 March 2024
MOT EXPIRY	13 March 2027 · first MOT due at 3 years
VEHICLE TAX EXPIRY	31 March 2027

### VEHICLE PHOTOGRAPHS · REFERENCE SHOTS

Captured at handover · 08 May 2026, 09:12 BST · retained 7 years



### 3 HIRER'S DRIVING LICENCE

LICENCE NUMBER	WHITM 754061 J9LM 23
DATE OF BIRTH	14 March 1987
EXPIRY	13 March 2030
ISSUED BY	DVLA, Swansea
CATEGORIES	B, BE, C1, C1E, CE, D1
ENDORSEMENTS / POINTS	None recorded · clean licence at last check
RESTRICTIONS	None

LICENCE IMAGES · CAPTURED AT HANDOVER James Whitmore · WHITM 754061 J9LM 23 · scanned 07 May 2026 16:47 BST



DRIVING LICENCE		ENTITLEMENTS - UK		
CAT.	9.	10. VALID FROM	11. VALID TO	12. CODES
B	CAR	04.01.2005	13.03.2030	-
BE	CAR+T	15.03.2010	13.03.2030	-
C1	7.5T	22.07.2012	13.03.2030	01,02
C1E	7.5T+T	22.07.2012	13.03.2030	01,02
CE	HGV	18.11.2018	13.03.2030	01,02
D1	MIN	30.06.2020	13.03.2030	-

INFORMATION CODES  
01 — Eyesight correction required  
02 — Hearing aid permitted  
125 — DPCP up to 08.05.2027

10. DVSA DRIVER NUMBER:

#### ✓ DVLA SHARE-CODE VERIFICATION

SHARE CODE	CHECKED AT	RESULT
7Hf 9pK r2X	07 May 2026 16:48:21 BST	Valid · full UK licence
ISSUED	TEST PASS	DVSA DRIVER NO.
15 March 2005	04 January 2005 (practical, Manchester)	WHITM504M91J9LM23

#### ADDITIONAL DRIVERS

NAME	Sarah Whitmore
LICENCE NUMBER	WHITM 850923 S4LM 24
CATEGORIES	B, BE

### 4 RENTAL PERIOD & CHARGES

DATE OUT	08 May 2026 09:30:14 BST
DUE BACK	22 May 2026 17:00:00 BST
DURATION	14 days (inclusive)
OUTBOUND LOCATION	London W1 yard, 85 Great Portland Street · opens 08:00–18:00 Mon–Sat
RETURN LOCATION	London W1 yard, 85 Great Portland Street · opens 08:00–18:00 Mon–Sat
MILEAGE AT START	18,427 mi (odometer reading)

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PREDICTED RETURN MILEAGE **19,827 mi** (start + 1,400 allowance)

CHARGES & DEPOSIT

DAILY HIRE RATE (EX-VAT)	£74.17
TOTAL HIRE, 14 DAYS (EX-VAT)	£1,038.33
MILEAGE ALLOWANCE	1,400 miles (100 / day)
EXCESS MILEAGE CHARGE	£0.12 / mile (ex-VAT)
OUT-OF-HOURS RETURN SURCHARGE	£25.00 if returned outside 08:00–18:00
SUBTOTAL (EX-VAT)	£1,038.33
VAT @ 20%	£207.67
<b>TOTAL DUE ON SIGNATURE</b>	<b>£1,246.00</b>

DEPOSIT, PAYMENT & EXCESS

REFUNDABLE DEPOSIT	£250.00 · pre-authorisation hold on the payment card below
DEPOSIT METHOD	Visa ****1234 (expires 07/29) · Stripe payment intent pi_3PG9X2EFx04L7Y2k
DAMAGE EXCESS	£5,000.00 · Hirer's liability ceiling on uninsured damage
EXCESS DUE	Confirmed on vehicle return

**Payment terms.** Total due is settled on signature via Stripe. Deposit pre-authorisation is held against the card above and released within **5 working days** of vehicle return, less any agreed damage or excess-mileage claims. VAT-invoice issued by Example Company Ltd (VAT no. GB 391 7822 04); VAT-registered hirers may reclaim under HMRC normal rules.

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## 5 TERMS & INSURANCE

### 5.1 Insurance

The Lessor confirms the vehicle is insured for third-party, fire and theft for the duration of this agreement, subject to a damage excess of **£5,000.00**. The Hirer is responsible for all damage to the vehicle up to and including the excess, and for any uninsured loss arising from misuse, unauthorised drivers, drink- or drug-driving, or use outside the agreed geography.

✓ Agreed by J. Whitmore · 08 May 2026, 09:34 BST

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### 5.2 Administration charges

A handling fee of **£37.50** applies to processing third-party correspondence (parking notices, congestion charges, fixed-penalty notices and customer-service requests on behalf of the Hirer). Where escalated correspondence is required, an extended handling fee of up to **£50.00** may apply. All fees are subject to VAT.

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### 5.3 Operator's licence

Where the hired vehicle is used in commercial operation, the Hirer warrants that they hold the appropriate Operator's Licence issued by the Traffic Commissioner under the Goods Vehicles (Licensing of Operators) Act 1995, and that all drivers are entitled to operate the vehicle under that licence.

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## 5.4 Other terms

- **Geography.** The vehicle may be driven in mainland Great Britain and Northern Ireland. Use in the Republic of Ireland or on the Continent requires prior written consent from the Lessor.
- **Maintenance.** The Hirer is responsible for routine checks (tyres, fluids, lights) and must notify the Lessor within 24 hours of any warning indicator, MOT-affecting fault or accident.
- **Return notice.** The Hirer must give at least 48 hours' notice of return outside agreed business hours. Out-of-hours returns may incur a £25.00 handling fee.

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## 6 LIABILITIES OF THE HIRER

During the hire period the Hirer accepts liability under the following UK statutory frameworks:

- Fixed-penalty notices.** The Hirer is liable for any fixed-penalty notice issued under the Road Traffic Offenders Act 1988 during the hire period.
- Excess parking charges.** The Hirer is liable for any excess parking charge, penalty charge notice or local-authority enforcement issued during the hire period.
- Congestion & clean-air charging.** The Hirer is liable for the London Congestion Charge, ULEZ, Clean Air Zone fees and equivalent charges in other UK cities for any day the vehicle was on hire.
- Customs & Excise.** The Hirer is liable for any duty, penalty or seizure raised by HM Revenue & Customs in connection with the vehicle or its contents during the hire period.
- Private parking operator charges.** The Hirer is liable for any parking charge notice issued by a private parking operator and pursued in line with the Protection of Freedoms Act 2012 and the British Parking Association Code of Practice.

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## 7 RENTAL AGREEMENT SIGNATURES

Captured digitally on the vehReports app at handover. The Hirer's signature below confirms acceptance of the commercial and legal terms set out in **Part 1 (sections 1–6)** of this document, including the liabilities of the Hirer under UK statutory frameworks.

HIRER'S SIGNATURE



**James Whitmore**

Hirer

Signed 08 May 2026 09:42 BST · 82.13.x.x ·  
London W1 yard

LESSOR'S SIGNATURE



**Daniel Whitlock**

For and on behalf of Example Company Ltd ·  
Operations

Signed 08 May 2026 09:43 BST · 85.207.x.x ·  
London W1 yard

# VEHICLE CONDITION REPORT

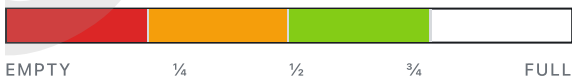
INSPECTION TYPE	INSPECTED BY	DATE & TIME	LOCATION
Outbound (handover)	Daniel Whitlock	08 May 2026 · 09:15	London W1 yard

## 8 DOCUMENTATION & EQUIPMENT CHECKLIST

VIN matches V5C		✓ Pass
Registration document (V5C)		✓ Pass
Vehicle tax	Valid to 30 Apr 2027	✓ Pass
MOT certificate	Valid to 18 Mar 2027	✓ Pass
Service manual		✓ Pass
Owner's handbook		✓ Pass
Tools (jack, brace, towing eye)		✓ Pass
Satnav unit		✓ Pass
Satnav map data card		✓ Pass
Locknut key		✓ Pass
Smoke-free interior		✓ Pass
Returned refuelled	N/A on outbound	— N/A
Returned on time	N/A on outbound	— N/A

## 9 VEHICLE CONDITION

### FUEL LEVEL



EMPTY      ¼      ½      ¾      FULL

Recorded as **¾ full** at handover.

### MILEAGE & KEYS

ODOMETER READING      **18,427 mi**

KEYS ISSUED      **2 · master + spare**

### TYRE TREAD DEPTH

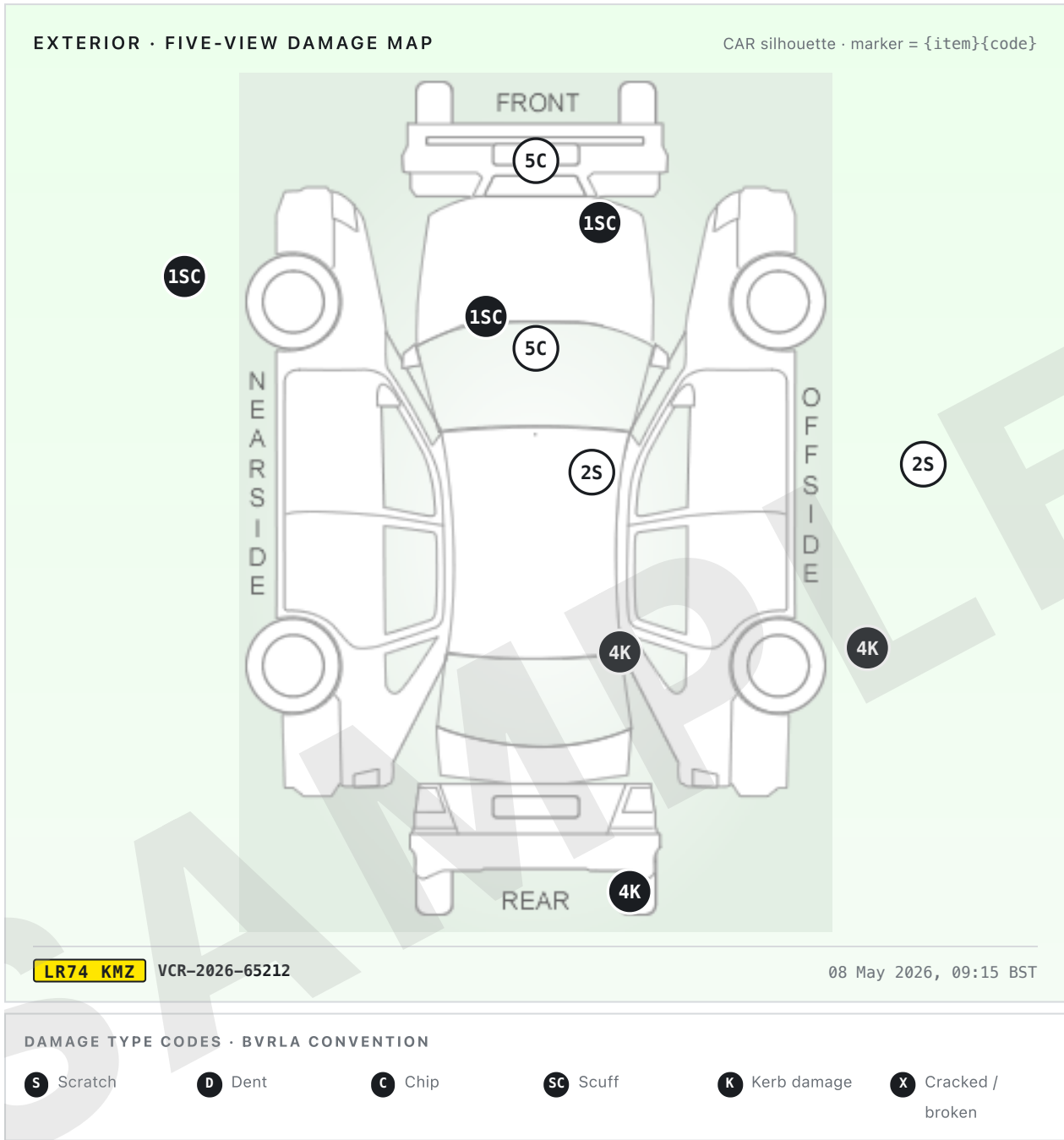
FRONT NEARSIDE      **6.5 mm**      FRONT OFFSIDE      **6.5 mm**

REAR NEARSIDE      **7.0 mm**      REAR OFFSIDE      **7.0 mm**

UK legal minimum 1.6 mm across the central three-quarters of the tread.





## 10 DAMAGE INSPECTION DIAGRAM

Vehicle class: **Car / SUV** · diagram set *car*. Numbered markers correspond to the damage items recorded in section 11.



## WHEELS & TYRES

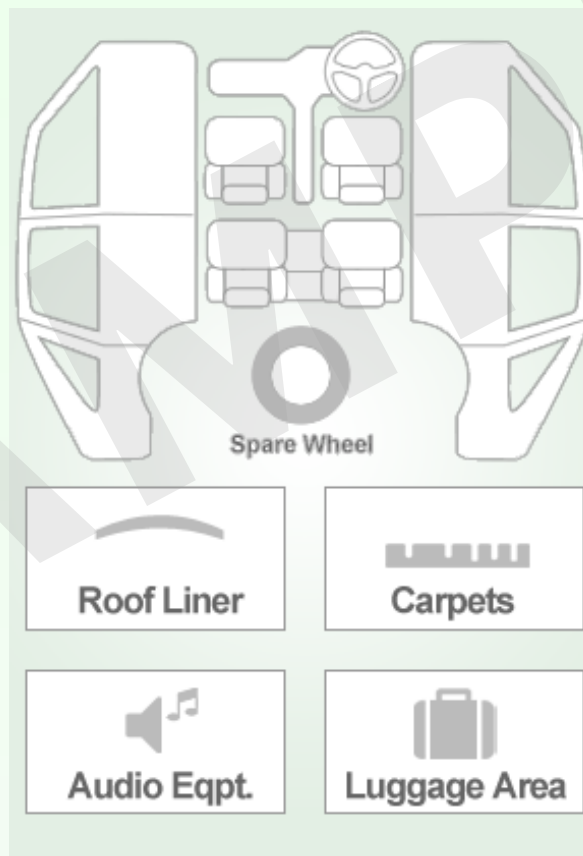
235/55 R20 · Pirelli Scorpion Verde · 2.4 bar

POSITION	TREAD DEPTH (MM)	RIM	PRESSURE
FR	 6.5 mm	<input type="checkbox"/> OK	2.4 bar
FL	 6.5 mm	<input type="checkbox"/> OK	2.4 bar
RR	 7.0 mm	<input checked="" type="checkbox"/> <b>KERBED</b>	2.5 bar
RL	 7.0 mm	<input type="checkbox"/> OK	2.5 bar

Legal minimum tread depth: 1.6 mm across the central three-quarters (UK Road Vehicles (Construction and Use) Regulations 1986, reg. 27).  
Bar fill shows current depth against an 8 mm new-tyre reference; the red mark indicates the legal minimum.

## INTERIOR · CABIN & COMPARTMENTS

Front of vehicle at the top.



**LR74 KMZ** VCR-2026-65212

08 May 2026, 09:15 BST

## 11 DAMAGE ITEMS 5 RECORDED

All items below are pre-existing and documented at handover. The Hirer is not liable for these on return.

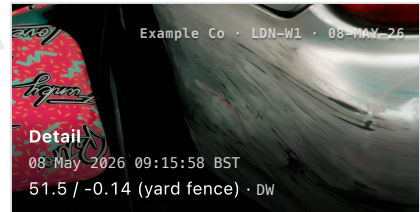
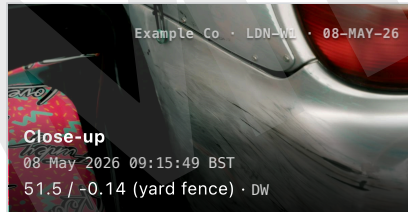
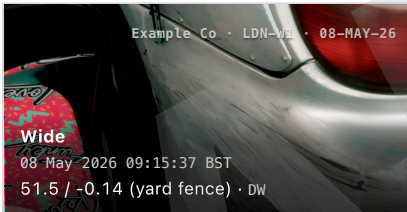
#	LOCATION	TYPE	CATEGORY	SEVERITY	REPAIR EST.	NOTES
13C	Front nearside bumper	Scuff	ADDITIONAL	MILD	£0-50	Lower lip, surface only; paint intact.
2S	Driver door handle	Scratch	ADDITIONAL	NEGLIGIBLE	£0-50	Faint, 30 mm; lacquer intact.
3SC	Boot floor liner	Scuff	ADDITIONAL	MODERATE	£50-200	Wear pattern from luggage; carpet only.
4K	Rear offside alloy	Kerb damage	MAIN	MILD	£50-200	Outer rim, ~25 mm; no structural impact.
5C	Bonnet	Stone chip	ADDITIONAL	NEGLIGIBLE	£0-50	Single chip near front edge.

Severity scale: Negligible · Mild · Moderate · Severe · Write-off. Category "Main" = structural / functional; "Additional" = cosmetic or minor wear. Estimates are BVRLA-aligned bands and exclude VAT.

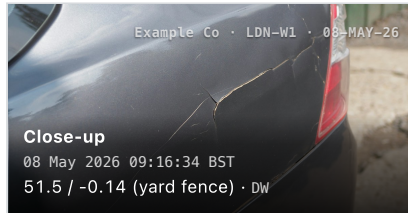
## 12 INSPECTION PHOTOS

Photographs captured on the vehReports app at handover. Each damage item below carries 2-3 photos (wide, close-up, detail). All photos are watermarked at capture and retained in the hirer file for the duration of the rental and 7 years thereafter.

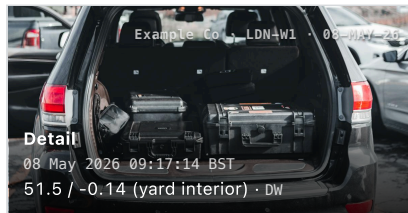
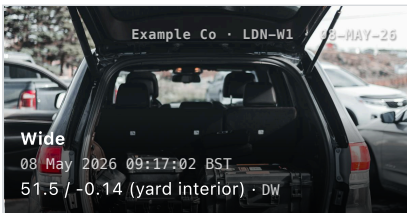
### 1 Front nearside bumper scuff · 3 photos



### 2 Driver door handle scratch · 2 photos



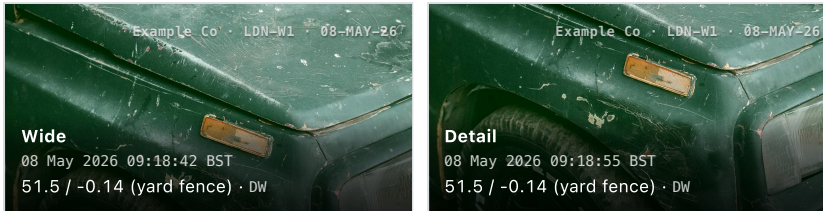
### 3 Boot floor liner wear · 2 photos



#### 4 Rear offside alloy kerbing · 3 photos



#### 5 Bonnet stone chip · 2 photos



### 13 INSPECTOR NOTES

All pre-existing damage documented and photographed at handover. Interior clean; mats fitted; no odours; smoke-free confirmed. Spare wheel, jack, locking-wheel-nut key and towing eye present in the load floor compartment. Service book stamped (last service 14 Mar 2026 at 17,902 mi). MOT pass certificate on file. Hirer briefed on the 48-hour out-of-hours return notice requirement and the £25.00 handling fee that applies if not given.

### 14 CONDITION REPORT SIGNATURES

The Hirer's signature below acknowledges the vehicle condition recorded in **Part 2** above — including the documentation checklist, fuel and tyre readings, mileage, and all **5 pre-existing damage items** — and accepts that no claim shall be made against the Hirer in respect of those items on return.

HIRER'S SIGNATURE

**James Whitmore**

Hirer · acknowledging vehicle condition at handover  
Signed 08 May 2026 09:51 BST · 82.13.x.x ·  
London W1 yard

INSPECTOR'S SIGNATURE

**Daniel Whitlock**

Inspector · Example Company Ltd  
Signed 08 May 2026 09:48 BST · 85.207.x.x ·  
London W1 yard

## A BVRLA FAIR WEAR & TEAR GUIDE — SUMMARY

Paraphrased summary of the BVRLA Fair Wear & Tear Guide (passenger cars). On return, damage falling in the *acceptable* column carries no charge; damage in the *beyond fair wear* column is chargeable up to the damage excess (£5,000) per item.

### Body panels & paint

#### ACCEPTABLE

Stone chips on the bonnet or leading edges of doors with no rust. Light scratches up to 25 mm that polish out. Minor parking dents up to 15 mm diameter with no paint damage.

#### BEYOND FAIR WEAR

Dents over 15 mm. Scratches through the paint layer. Rust. Mismatched panel paint. Damage from accidents not reported at the time.

### Glass & lamps

#### ACCEPTABLE

Chips on windscreen up to 10 mm outside the driver's primary view. Minor scuffs on headlamp lens.

#### BEYOND FAIR WEAR

Cracks in any glass. Cracked or broken lamp lens. Water ingress in lamps.

### Alloys & tyres

#### ACCEPTABLE

Light kerb scuffs up to 25 mm on the outer rim. Tread within the legal minimum (1.6 mm) across the central three-quarters.

#### BEYOND FAIR WEAR

Buckled or cracked alloys. Gouges over 50 mm or affecting structural integrity. Tread below 1.6 mm. Sidewall damage. Mismatched tyres on the same axle.

### Interior

#### ACCEPTABLE

Light wear on seat bolsters / steering wheel from normal use. Minor carpet soiling that cleans out.

#### BEYOND FAIR WEAR

Burns, tears or stains beyond normal cleaning. Strong odours (smoke, pets). Missing or damaged trim. Damage to the headlining or seat structure.

### Mechanical & electrical

#### ACCEPTABLE

All warning lamps and functions operating correctly. No mechanical issues.

#### BEYOND FAIR WEAR

Any warning lamp lit at return. Clutch / brake / gearbox damage consistent with misuse. Driving while a warning is active.

Subject to the full BVRLA Fair Wear & Tear Guide for cars, vans & LCVs — [bvrla.co.uk/resource/fair-wear-and-tear](http://bvrla.co.uk/resource/fair-wear-and-tear). In any dispute the BVRLA Guide takes precedence over this summary.



SCAN TO  
VERIFY

[vault.vehreports.com/RA-2026-04821](http://vault.vehreports.com/RA-2026-04821)

This agreement is governed by the laws of England and Wales. Hirer copy retained in the vehReports vault.

Document ID · RA-2026-04821-V1 · VCR-2026-65212-V1