BARCHIESI LAW PLLC

Trade-In Appraisal & Delivery Comparison

Pennsylvania dealer worksheet | Independent Dealer Edge

Record observations, not conclusions. Compare the vehicle at appraisal and delivery. Keep completed copies in secure dealership records; do not upload them to public comments.

Internal stock / deal reference (avoid customer identifiers)

AT VALUATION

Date / time

Odometer reading

Body / interior observations

Mechanical observations / report reference

Equipment, accessories and tires

Dated photo / inspection file references

Staff acknowledgment (name or initials; not a legal approval)

AT DELIVERY

Date / time

Odometer reading

Body / interior observations

Mechanical observations / report reference

Equipment, accessories and tires

Dated photo / inspection file references

Staff acknowledgment (name or initials; not a legal approval)

Describe differences and supporting records; note when each change occurred

BEFORE DISCUSSING AN ADJUSTMENT

- ☐ Compare dated records and preserve the original appraisal.
- ☐ Document the timeline; a later discovery alone does not prove a later change.
- ☐ Refer disputed adjustments for review before committing to revised numbers.

Internal recordkeeping aid only. Not a contract amendment, buyer waiver, or authorization to change an allowance. Individual legal analysis requires attorney review.

Source: 37 Pa. Code §301.4(a)(8). Read the official rule. General information, not legal advice.
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