

PRE-OWNED VEHICLE INSPECTION CHECKLIST

Dealer Name: _____ Year: _____ License Number & State: _____ Mileage: _____		Anti-Theft System: _____	
Dealer Code: _____ Make: _____ Expiration Date: _____		Stock Number: _____	
Date: _____ Model: _____ Number of Keys: _____		VIN: _____	
Inspector: _____ Body Type: _____		Number Keyless Remotes: _____	

Note: Attach a copy of the Vehicle Inspection Checklist to the Work Order, which is the document of record for all notes, readings, consult printouts and repairs performed. This inspection report may be requested in the future to determine repair eligibility.

1	VIN matches other VIN's on vehicle and Paperwork/Proper attachment (original/no alterations)	<input type="checkbox"/>	38	Check Pre-Glow System (Amperage Draw - Diesel)	<input type="checkbox"/>	71	Release mechanisms manual/automatic, hinges, alignment and proper attaching devices (Bolts and over spray indications of damage repairs)	<input type="checkbox"/>
2	Vehicle has required State decals (emission, inspection, etc.)	<input type="checkbox"/>	39	Transmission System (Condition)	<input type="checkbox"/>	72	Starting Cold/Hot	<input type="checkbox"/>
3	All OEM Service bulletins and recalls have been performed	<input type="checkbox"/>	40	Automatic transmission/Transaxle Huds (Condition/Level/Leaks/Fill or Change Oil and Filters)	<input type="checkbox"/>	73	Engine Idle Quality	<input type="checkbox"/>
4	Check, document, repair & retest any diagnostic trouble codes	<input type="checkbox"/>	41	Manual Transmission/Drive Axle/Transfer Case Fluids (Condition/Level/Leaks/Fill or Change Oil)	<input type="checkbox"/>	74	Engine Performance/Smooth Acceleration	<input type="checkbox"/>
5	Oil Change/Scheduled Maintenance Performed	<input type="checkbox"/>	42	Transmission Mounts (Condition/Cracked/Oil Soaked/Broken/Replace Worn Mounts)	<input type="checkbox"/>	75	Engine Noise (Cold/Hot and High/Low Speeds)	<input type="checkbox"/>
6	Check for all DTC sub-systems inspection	<input type="checkbox"/>	43	Transfer case (Proper switch between 2WD and 4WD)	<input type="checkbox"/>	76	Automatic Transmission/Transaxle Noise (Cold/Hot)	<input type="checkbox"/>
7	Reprogram update(s)	<input type="checkbox"/>	44	Universal Joints/CV Joints/Boots (Condition)	<input type="checkbox"/>	77	Automatic Transmission Shift Points/Slippage (Operational/Smooth/Proper Shift/Points/Check at all shift points - Overdrive Control Switch & Indicator Light)	<input type="checkbox"/>
8	Perform Idle Air Volume Learn (IAC)	<input type="checkbox"/>	45	Differential/Drive Axles (Condition/Leaks/Damage)	<input type="checkbox"/>	78	Shift Interlock (Operation)	<input type="checkbox"/>
9	Fluid Leakages (Record where and what is leaking)	<input type="checkbox"/>	46	Clutch (Adjustment/Fluid Level)	<input type="checkbox"/>	79	Drive Axle and Transfer Case Bearings or Gear Noise/Vibration (Adjust or Replace)	<input type="checkbox"/>
10	Oil in Air Cleaner (Can indicate excessive blow by or faulty PCV system)	<input type="checkbox"/>	47	Inverter Coolant (Level/Condition/Concentration)	<input type="checkbox"/>	80	Clutch Operation (Smooth Engagement/Slippage/Chatter)	<input type="checkbox"/>
11	Water in Oil (Check underside of oil filler cap)	<input type="checkbox"/>	48	Hybrid Battery (Inspect Air Intake)	<input type="checkbox"/>	81	Steering/Rack and Pinion/Steering Linkage Performance (Steering Wheel Free Play/Center Steering/Response/Smoothness)	<input type="checkbox"/>
12	Oil Pressure	<input type="checkbox"/>	49	12V Auxiliary Battery (Correct Application/Charge)	<input type="checkbox"/>	82	Brakes/ABS (Effectiveness/Operator/Noise/No Pulling or Pulsating) Note: ABS may pulsate under hard application, which indicates proper operation	<input type="checkbox"/>
13	Timing Belt replaced per OEM Maintenance Schedule	<input type="checkbox"/>	50	Inspect integrity of protective shields for High Voltage Harness under vehicle from HV Battery to Engine Compartment	<input type="checkbox"/>	83	Cruise control operation (Including Resume)	<input type="checkbox"/>
14	Cylinder Power Balance - Run diagnostics (If error code(s) present, compression check required)	<input type="checkbox"/>	51	Hybrid Electronic Control Unit (Run Diagnostic)	<input type="checkbox"/>	84	Gauges/Speedometer/Tachometer/Odometer/Oil Pressure/Charging/Water Temperature (Operation)	<input type="checkbox"/>
15	Fluids (Condition/Levels)	<input type="checkbox"/>	52	Multi-Information Display (Operation)	<input type="checkbox"/>	85	Body/Suspension (Performance/Noise/Rough Road Test)	<input type="checkbox"/>
16	Belts (Condition)	<input type="checkbox"/>	53	Diagnostic Scan (Check for Codes & Software Updates)	<input type="checkbox"/>	86	Tire Pressure Monitoring System (Operational/Indicator Light)	<input type="checkbox"/>
17	Hoses (Condition)	<input type="checkbox"/>	54	Tires (same brand per axle/OEM size/check for uneven wear)	<input type="checkbox"/>	87	Air Conditioning System (Cold/Condition/Operation)	<input type="checkbox"/>
18	Wiring (Condition)	<input type="checkbox"/>	55	Fluid (Condition/Level/Leaks top off as necessary)	<input type="checkbox"/>	88	Heating System (Hot/Condition/Operation)	<input type="checkbox"/>
19	Engine Mounts (Condition)	<input type="checkbox"/>	56	Rack and Pinion/Steering Linkage (Condition/Leaks/Boots)	<input type="checkbox"/>	89	Fogger/Defroster (Operation)	<input type="checkbox"/>
20	Hoses (Condition)	<input type="checkbox"/>	57	Power Steering Pump and Hoses (Leaks/Noise/Operation)	<input type="checkbox"/>	90	Air Cabin Filter (Condition: Change per maintenance schedule)	<input type="checkbox"/>
21	Coolant (Condition/Level/Leak/Freeze Point/Voltage/Corrosion)	<input type="checkbox"/>	58	Suspension System/Control Arms/Ball Joints/Bushings (Condition)	<input type="checkbox"/>	91	Door Locks/Controls (Manual/Automatic Operation)	<input type="checkbox"/>
22	Radiator (Condition/Tubes/Fins) Pressure Test Cap/System	<input type="checkbox"/>	59	Tire Rods and Idler Arm (Condition)	<input type="checkbox"/>	92	Child Safety Locks (Operation)	<input type="checkbox"/>
23	Cooling Fan/Fan Clutch/Fan Motor (Condition/Operation/Auxiliary Fan Operation)	<input type="checkbox"/>	60	Sway Bars/Links/Bushings (Condition)	<input type="checkbox"/>	93	Windows/Controls (Manual/Automatic Operation, Locks)	<input type="checkbox"/>
24	Water Pump (Noise/Leak)	<input type="checkbox"/>	61	Springs (Condition/Ride Height)	<input type="checkbox"/>	94	Seat Belts (Condition/Operation)	<input type="checkbox"/>
25	Recovery Tank (Condition/Fluid Level/Sensor Operation)	<input type="checkbox"/>	62	Struts/Shocks (Leakage/Bounce Test)	<input type="checkbox"/>	95	Air Bag (Exterior Condition/Intact/No Codes/Dash Light Operation) Note: When inspecting the air bag system, look carefully at the steering wheel for abnormal wear (could indicate vehicle has been repaired and a used steering wheel and air bag has been used).	<input type="checkbox"/>
26	Belts (Condition/Cracks/Glazed/Frayed/Power Adjustment)	<input type="checkbox"/>	63	Calipers/Cylinders (Operation/Condition/Leaks)	<input type="checkbox"/>			
27	Fuel Pump Noise/External Fuel Pump Leakage	<input type="checkbox"/>	64	Brake Fluid (Level/Condition top off as Necessary)	<input type="checkbox"/>			
28	Fuel Lines/Hoses (Condition/Check for Signs of Leakage)	<input type="checkbox"/>	65	Pads/Shoes: 50% remaining	<input type="checkbox"/>			
29	Fuel Filter (Condition/Replace per Maintenance Schedule)	<input type="checkbox"/>	66	Rotors/Drums (Condition/Wear/Resurface or Replace as Required)	<input type="checkbox"/>			
30	Air Filter (Condition/Replace per Maintenance Schedule)	<input type="checkbox"/>	67	Brake System Lines/Hydraulics/Hoses/Fittings (Condition/Wear/Leakage)	<input type="checkbox"/>			
31	Check Injection Pump Timing (Diesel)	<input type="checkbox"/>	68	Parking Brake (Operation/Adjustment/Condition)	<input type="checkbox"/>			
32	Perform Boost Pressure Test (Turbo Diesel)	<input type="checkbox"/>	69	Master Cylinder and Booster (Operational/Leakage)	<input type="checkbox"/>			
33	Check Vacuum Pump Operation (Diesel)	<input type="checkbox"/>	70	Visually inspect for repairs, damage, abnormal tire wear. Note: Overall vehicle inspection should take place at	<input type="checkbox"/>			

Certified Inspections Require Completion of All Additional Items Below

96	Audio System - Radio, Cassette, CD, Speaker (Condition/Operation)	<input type="checkbox"/>	117	Headliner (Condition/Appearance)	<input type="checkbox"/>	135	Wipers (Condition of mechanism/Blade)	<input type="checkbox"/>
97	Antenna (Condition/Operation)	<input type="checkbox"/>	118	Sun Visors (Condition/Appearance Vanity Mirror & Light)	<input type="checkbox"/>	136	Wipers (Operation/Speeds/Delay)	<input type="checkbox"/>
98	Alarm/Theft Deterrent System (Condition/Operation)	<input type="checkbox"/>	119	Luggage Compartment Mat/Tim/Carpet/Cargo Net (Condition)	<input type="checkbox"/>	137	Washer (Fluid Level/Spray Pattern)	<input type="checkbox"/>
99	Navigation System (Operation)	<input type="checkbox"/>	120	Luggage Compartment Light (Operation)	<input type="checkbox"/>	138	Head Lights, High Beams (Alignment/Lens Condition/Operation)	<input type="checkbox"/>
100	Clock (Condition/Operation)	<input type="checkbox"/>	121	Jack/Tools (Condition)	<input type="checkbox"/>	139	Tail Lights (Lens Condition/Operation)	<input type="checkbox"/>
101	Hum (Condition/Operation)	<input type="checkbox"/>	122	Emergency Trunk Release (Operation)	<input type="checkbox"/>	140	Brake Lights/High Mount Brake Light (Lens Condition/Operation)	<input type="checkbox"/>
102	Lighter/Power Outlet(s) (Condition/Operation)	<input type="checkbox"/>	123	Seat Upholstery (Condition/Worn/Ripped/Cracked/Faded)	<input type="checkbox"/>	141	Parking Lights (Lens Condition/Operation)	<input type="checkbox"/>
103	Ashtray (Condition/Operation)	<input type="checkbox"/>	124	Seat/Headrest Adjustments (Manual/Automatic Operation)	<input type="checkbox"/>	142	Hazard Lights (Lens Condition/Operation)	<input type="checkbox"/>
104	Glove Box/Glove Box Light/Center Armrest/Console (Condition/Operation)	<input type="checkbox"/>	125	Heated Seat (Operation)	<input type="checkbox"/>	143	Reverse Lights (Lens Condition/Operation)	<input type="checkbox"/>
105	Tilt/Telescopic Steering Wheel (Operation)	<input type="checkbox"/>	126	Sunroof/Moonroof (Condition/Operation)	<input type="checkbox"/>	144	Turn Signal/Side Marker Lights (Lens Condition/Operation)	<input type="checkbox"/>
106	Steering Wheel Lock (Operation)	<input type="checkbox"/>	127	Convertible Top (Condition/Operation/Rear Window & Zipper Operation)	<input type="checkbox"/>	145	License Plate Lights (Lens Condition/Operation)	<input type="checkbox"/>
107	Mirrors/Rear View (Condition/Operation)	<input type="checkbox"/>	128	Convertible Top Boot (Condition)	<input type="checkbox"/>	146	Fog/Driving Lights (Lens Condition/Operation)	<input type="checkbox"/>
108	Instrument Panel/Lights & Warning Lights (Condition/Operation/Bulb Check)	<input type="checkbox"/>	129	Inspect for damage, dings, dents, alignment, mismatched paint and overall paint condition (clear coat).	<input type="checkbox"/>	147	Entire Exhaust System (Condition/Leakage/Damage/Noise)	<input type="checkbox"/>
109	Warning Chimes (Operation)	<input type="checkbox"/>	130	Inspect for damage, alignment and improper repairs.	<input type="checkbox"/>	148	Catalytic Converter and Shielding	<input type="checkbox"/>
110	Interior Courtesy/Dome/Map Lights (Operation)	<input type="checkbox"/>	131	Condition: Bent, dings, parts missing and proper attachment	<input type="checkbox"/>	149	Perform Emission Control Tests and Record Readings	<input type="checkbox"/>
111	Fuel Filler Door Release (Operation)	<input type="checkbox"/>	132	Windshield (Damaged, pitted, repaired, wiper marks, cracked)	<input type="checkbox"/>	150	Correct Size	<input type="checkbox"/>
112	Interior Door Handle (Operation)	<input type="checkbox"/>	133	Side/Rear Windows (Damaged, pitted, repaired, cracked)	<input type="checkbox"/>	151	Tread Depth (minimum 5/32")	<input type="checkbox"/>
113	First Aid Kit: (for vehicles so equipped) Check/replace/update contents or complete kit	<input type="checkbox"/>	134	Mirrors (Condition of mirror, hinge, operation)	<input type="checkbox"/>	152	Condition/Abnormal Wear (Sidewalls/Vibration/Alignment Problems)	<input type="checkbox"/>
114	Carpet (Condition/Appearance)	<input type="checkbox"/>				153	Pressure (Record reading for each tire)	<input type="checkbox"/>
115	Floor Mats (Condition/Appearance)	<input type="checkbox"/>				154	Alignment (refer to #34, #70 and #91) if problem noted alignment should be checked	<input type="checkbox"/>
116	Door Trim/Panels/Dashboard/Package Shelf (Condition/Appearance/Attachment)	<input type="checkbox"/>				155	Spare Tire (Condition/Tread/Pressure)	<input type="checkbox"/>
						156	Wheels (Condition/Visual Runout/Curb Damage/Finish)	<input type="checkbox"/>