

Vehicle Inspection Worksheet

EXTERIOR INSPECTION			
Yes	No	The Slow Walk-around	Notes
		Windshield free of cracks/chips	
		Body panel colors match	
		Magnet adheres to all steel body panels	
		Surface free of body scratches, dents, or rust	
		Seams align where trunk/hood, doors/fenders meet	
		Wheel covers secure and undamaged	
		Free of cracked or broken lenses	
		All doors and trunk open and close freely	
		Tires	
		Tires are all the same make, in good condition	
		Spare tire, jack, and lug wrench in car	
		Suspension	
		Vehicle level at rest	
		Free of creaking noises when bouncing corners	
		All corners respond the same when bouncing	
		Engine Compartment	
		Free of fluid or oil leaks	
		Oil filler neck not coated with thick, black deposits	
		Drive belts and hoses free of cracks and damage	
		Battery terminals free of corrosion/damage	
		Oil dip stick free of dark black or chocolate milk color	
		Free of odors or fumes while engine is running	
		Exhaust pipe emissions are free of blue, black or white smoke	
		Transmission fluid looks clean, not dirty or gritty	
		Frame	
		Chassis appears straight and without cracks	
		Free of crumpling or straightening inside the trunk	
		Lights	
		Turn signal lights operate properly and self cancel	
		Headlights/high beams, fog & license plate lights function	
		Hazard lights operate properly	
		Backup lights operate properly	
		Brake lights operate properly	
INTERIOR INSPECTION			
		Seats free of cracks, holes, excessive staining, fading	
		Dashboard, headliner, carpet free of damage, stains	
		Free of foul or off-putting odors, dampness, or signs of mold	
		Windshield wipers/blades function	
		All interior lights, gauges work	
		All dashboard warning lights turn off after initial startup	
		Sound system operates properly	
		Climate control works in all settings	
		All seats have functioning seat belts	
		Power or hand crank windows operate properly	
		All door locks operate properly	
		Manual or power seats adjust properly	
		Horn operates properly	
		Clock shows correct time	
		Sunroof operates properly	

Vehicle Inspection Worksheet

ROAD TEST				
Yes	No	Steering	Notes	
		Steering wheel centered while driving a straight line		
		Vehicle is stable, does not shake or vibrate		
		Steering wheel turns without resistance		
		Free of clicking or clunking when turning		
		Free of tire vibration/steering wheel shimmy		
		Braking		
		Vehicle steers straight, doesn't pull to on side while braking		
		Parking brake engages and disengages freely		
		No grinding noise or pulsation when applying brakes		
		ABS functions properly upon hard braking		
		Engine		
		Engine performs normally while driving at varying speeds		
		Automatic Transmission		
		Shifts without slip or delay driving at various speeds		
		Manual Transmission		
		Each gear shifts smoothly		
		Free of grinding noises when shift into Reverse		
		Shifter remains in gear without force		
		4-Wheel Drive		
		Transfer case smoothly switches from 2WD to 4WD, High to Low, and back again		
		Other Road Test		
		Free of squeaks or rattles within interior of vehicle		
		Cruise control operates properly		
MISCELLANY				
		Engine		
		Owner has title at location of sale		
		Service and repair records available		
		Owner's manual is located in the glove box		
		Vehicle has at least two master keys/fobs		
		Security system functions as designed		