

Private Party Inspection Checklist

Vehicle Description

Date			
Year		Make	
Model		Style	
VIN		Transmission Type	
Engine (# Cylinders & Displacement)		Current Mileage	
Exterior Color		Interior Color	
Asking Price		Is there a warranty?	

Major Options *(describe)*

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Owner History

How many previous owners?		When did current owner purchase car?	
Why is current owner selling car?			

Inspector

Technician's / Inspector's Name	Signature	Date

Vehicle History

Perform a VinCheck at <https://www.nicb.org/home> to verify VIN does not indicate a stolen vehicle or reported as a salvaged vehicle. This is a free service from National Insurance Crime Bureau.

Is a CarFax (<http://www.carfax.com/entry.cfx>) document available? _____ (Attach if available)

Is an AutoCheck (<http://www.autocheck.com>) document available? _____ (Attach if available)

Is the title a salvage title?	Is there lien holder on the title?	Who owns the lien?
Has the vehicle been in an accident?	Describe Accident Details:	
Has there been any non OEM modification performed? For example, exhaust system, turbo charger, body modifications)	Describe:	
If non OEM mods have been made ...	Are modifications reversible? What would be the cost? If original parts were replaced, are the original parts available? Other details	

Major Maintenance History

Are service records available?	How far back in history are records available? <i>Attach all copies of service records.</i>
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Indicate major services performed:

Service Type	Date of Service	Remarks / Comments
Timing Belts / Chains		
Drive belts (alternator, power steering, water pump)		
Clutch		
Exhaust (Manifold / silencer / catalytic converter / etc.		
Brakes		
Hydraulic pumps (e.g., F1, power steering)		
Fluid change (e.g., engine oil, coolant, etc.)		
Other (A/C, alternator, other high value components)		

Inspection

Paint

Damage	Location	Required Action
Chips		
Scratches		
Dents		
General Paint Condition		
Paint protection film (if applicable)	Where is it applied? What is the condition of the paint protection film? Can the film be removed without damaging the paint?	

Wheels / Tires / Brakes

Location	Tire Tread Depth	Tire Make / Model / Size	Wheel Style / Condition	Brake Pad Condition	Brake Rotor Condition	Remarks & Comments
Right Front						
Left Front						
Left Rear						
Right Rear						
Spare Tire						

Glass

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Windshield				
Door / side glass				
Rear glass				
Mirrors (inside and outside)				
Window Tinting (if applicable)				

Body / Exterior

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Inner fenders / shock towers				
Engine rails				
A – B – C pillars(s)				
Rocker / sill panels				
Rear quarter panel(s)				
Tail panel(s)				
Axle mounting(s)				
Roof				
Spare wheel well				
Floor pan				
Rear rail(s)				
Tail panel				
Bumpers (front)				
Bumpers (rear)				
Hood (bonnet)				
Doors (all)				
Convertible top				
Sunroof				
Antenna				
Trunk (boot)				
Battery well				
Fuel-filler door				
Alignment of panels				
Wiper blades and assembly				
Windshield Washer jets				
Headlight washer jets				
Central locking functions				
Individual door locking function				
Alarm functions				
Child locking functions				
Fuel door locking and emergency release				
Trunk (boot) release and emergency release				
Gas shocks (hood, trunk, engine bay)				

Undercarriage

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Suspension components				
Front control arm bushings				
Steering				
Major component mounts				
Lifting blocks				
Exhaust system				
Other (e.g., undercarriage pans)				

Lights

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Headlights and assembly				
Side / Directional lights and assembly				
Parking lights				
Hazard lights				
Fog lights (front)				
Fog lights (rear)				
Rear taillights and assembly				
3 rd Brake light and assembly				
Reverse (back-up) lights				
License plate lights				
Dashboard and courtesy lights				
Cluster				
Dome light(s)				
Visor lights				
Glove box				
Dashboard / cluster lights				

Interior

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
VIN ID				
Manufacturer's Placards				
Door weather seal				
Carpets / Floor mats				
Wood / Carbon / Leather trim				
Dashboard covering				
Glove box				
Switch gear finish and condition (e.g., sticky switches)				
Outside mirror controls functions				
Front seat condition and functions				
Rear seat condition and functions				
Headliner				
Airbags				
Airbag Activation / Deactivation				
Hood (bonnet) release				
Jack / tools				
Keys and remote key fobs				
Trunk release, fuel door release				
Door panels				
Other interior condition				

Multi-Media / Audio System

Component	Description / Comments
Factory system?	
Custom system?	
Navigation system?	
CD changer	
Speaker condition and general impression of sound?	
Telephone / Bluetooth / iPod integration / Other	

Engine / Transmission

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Cold / hot starting				
Idle				
Vibration at idle				
Cluster / Gauges operation				
Engine mounts				
Transmission mounts				
Other component mounts				
Belts and belt tensioners				
Coolant hoses				
Power steering hoses				
Fuel lines				
A/C lines				
Gasket condition				
Battery cables				
Other electrical cables / wiring / fuse boxes				
Exhaust manifold				
Catalytic converters				
Muffler(s)				
Exhaust pipes / tail pipes				
Clutch wear / adjustment				
Engine compression / leak down test results <i>(provide details in comments)</i>				

Road Test – Stationary Review

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Seat belts				
Seat position operation				
Headrest position				
Heated seats operation				
Seat memory functions				
HVAC functions (blower, temp settings)				
Windshield defrosters (front and rear)				
Mirror (inside) adjustments and function				
Mirror (outside) adjustments and function				
Door locks				
Steering column adjustment and functions				
Horn function				
Power windows				
Aux power ports (e.g., cigar lighter)				
Stalk controls (lights, wipers, etc.)				
Gearshift function / indicator				
Parking brake function / indicator				
Key and remote control function (all keys and remotes)				

Road Test – Dynamic Review

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Stability				
Acceleration				
Braking				
ABS				
Transmission function				
Clutch function (manual)				
Steering alignment				
Vibration				
Cruise control				
Cluster gauges				
Turn signals				
High beam flasher				
Wind noise				
Road noise				
Rattles				
Squeaks				
HVAC operation				
Other				

Fluids / Leaks

Component	OK	Repair	Replace	Comments (e.g., cost of repair)
Engine oil				
Coolant				
Transmission				
Differential				
Half shafts				
Fuel				
Brakes				
Power steering				
Shocks / struts				
A/C				
Hydraulic				

Automotive Specific Diagnosis Tester Results

Has an automotive specific diagnosis testing tool been used to analyze this vehicle? (e.g., Ferrari SD2 / SD3, Porsche PST2, BMW GT1). If so, describe.	
Does the tool allow the user to print results of analysis? If so, include printout as attachment.	
Describe specific results from analysis, e.g., <ul style="list-style-type: none"> • Clutch settings / wear • Unusual Diagnostic Trouble Codes (DTC) 	

Technician's or Inspector's Comments

A large, empty rectangular box with a black border, intended for entering technician or inspector comments.