

| <b>Exterior Inspection:</b>          | <b>SAMPLE VEHICLE INSPECTION CHECKLIST</b>  |
|--------------------------------------|---|
|                                      | Check for any visible damage to the body, including dents, scratches, or signs of corrosion.                                |
|                                      | Inspect lights (headlights, taillights, brake lights, turn signals) for functionality and clarity.                          |
|                                      | Check mirrors for proper adjustment and damage.   |
|                                      | Verify the condition of windshield wipers and washer fluid level.   |
|                                      | Inspect tires for tread depth, wear patterns, and proper inflation. Check for any cuts, bulges, or other damage.            |
| <b>Interior Inspection:</b>          |   |
|                                      | Ensure all gauges and warning lights are functioning properly.  |
|                                      | Check the condition of the seats, seat belts, and seatbelt buckles.   |
|                                      | Verify the functionality of the horn.   |
|                                      | Inspect the condition of the steering wheel, dashboard, and controls for any damage or wear.                                |
|                                      | Test the operation of the heating, ventilation, and air conditioning (HVAC) system.   |
| <b>Engine Compartment:</b>           |   |
|                                      | Check fluid levels (engine oil, coolant, brake fluid, power steering fluid, transmission fluid) and top off as needed.      |
|                                      | Inspect hoses and belts for signs of wear, cracks, or leaks.  |
|                                      | Look for any loose connections or damaged components.   |
|                                      | Check battery terminals for corrosion and secure connections.   |
|                                      | Ensure the engine is running smoothly and listen for any unusual noises.  |
| <b>Brakes and Suspension:</b>        |   |
|                                      | Test the parking brake for proper engagement and release.   |
|                                      | Check brake pedal feel and responsiveness.  |
|                                      | Inspect brake pads, rotors, drums, and brake lines for wear and leaks.  |
|                                      | Check suspension components (shocks, struts, springs, bushings) for signs of damage or wear.                                |
| <b>Undercarriage Inspection:</b>     |   |
|                                      | Inspect for any signs of fluid leaks (oil, coolant, transmission fluid, etc.).  |
|                                      | Check for rust or corrosion on the frame and other undercarriage components.  |
|                                      | Look for any loose or damaged exhaust system parts.   |
|                                      | Inspect the drivetrain (axles, driveshaft, CV joints) for damage or wear.   |
| <b>Electrical System:</b>            |   |
|                                      | Test all interior and exterior lights for proper operation.   |
|                                      | Check the condition of wiring harnesses and connectors for damage or corrosion.   |
|                                      | Inspect the battery and charging system for proper voltage and connections.   |
|                                      | Test the operation of any auxiliary electrical systems (if applicable).   |
| <b>Cargo Area (if applicable):</b>   |   |
|                                      | Ensure cargo is properly secured and within weight limits.  |
|                                      | Check for any signs of damage to the cargo area (floor, walls, tie-down points).  |
|                                      | Inspect any cargo handling equipment (lift gates, ramps, etc.) for proper operation.  |
| <b>Documentation and Compliance:</b> |   |
|                                      | Ensure all required permits, licenses, and registrations are up to date.  |
|                                      | Check vehicle identification number (VIN) for accuracy and clarity.   |
|                                      | Verify that all required safety equipment (fire extinguisher, reflective triangles, etc.) is present and in good condition. |

