PRE-OWNED VEHICLE INSPECTION CHECKLIST

AMSI Automotive Management Services Inc.

REPAIR ORDER _____ STOCK NUMBER _____

VIN (LAST 8) _____ MILEAGE IN / OUT _____ / _____

YEAR / MAKE _____ / _____ MODEL _____

	VIN/TSB/Recalls/DTC's/Maintenance	PASS	FAIL	CORRECTED
1.	VIN matches and is not altered	☐	☐	☐
2.	Vehicle has required state inspection decals if applicable	☐	☐	☐
3.	ALL Factory Recalls and Campaigns have been performed when applicable (like brand sold at dealership)	☐	☐	☐
4.	Check, document, repair any Diagnostic Trouble Codes	☐	☐	☐
5.	Change oil and replace oil filter top off all fluids	☐	☐	☐
	Powertrain	**PASS**	**FAIL**	**CORRECTED**
6	Check for Fluid leaking from engine, transmission, transaxles, transfer cases, and or axles	☐	☐	☐
7	Check for Oil in air cleaner and/or PCV system	☐	☐	☐
8	Check for water/coolant in oil	☐	☐	☐
9	Check Oil Pressure Guage operation/ Pressure level	☐	☐	☐
10	Inspect Timing belt	☐	☐	☐
11	Cylinder Power Balance check - if DTC codes present or imbalance detected, compression check required	☐	☐	☐
12	Inspect Engine oil - level/condition	☐	☐	☐
13	Drive Belt(s) condition	☐	☐	☐
14	Coolant/Heater hose condition	☐	☐	☐
15	Engine electrical wiring condition	☐	☐	☐
16	Engine/transmission mount condition	☐	☐	☐
	Cooling System	**PASS**	**FAIL**	**CORRECTED**
17	Inspect Coolant Level/Condition	☐	☐	☐
18	Inspection Radiator - Condition/tubes/fins for damage and or corrosion	☐	☐	☐
19	Inspect Cooling Fan/Motor/Blades for condition and operation	☐	☐	☐
20	Inspect Water Pump for leaks/noise	☐	☐	☐
21	Inspect Coolant Recovery/expansion/overflow tank	☐	☐	☐
	Fuel System	**PASS**	**FAIL**	**CORRECTED**
22	Inspect Fuel pump Noise/Leaks	☐	☐	☐
23	Inspect Fuel lines and hoses for condition and leakage	☐	☐	☐
24	Inspect Fuel Filter for condition and replacement	☐	☐	☐
25	Inspect Air Filter for condition and replacement	☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
	Electrical	**PASS**	**FAIL**	**CORRECTED**
26	Inspect Starter Operation	☐	☐	☐
27	Check charging system (voltage, amperage output)	☐	☐	☐
28	Inspect Ignition System operation	☐	☐	☐
29	Check Battery Condition (fluid level, corrosion, voltage, load test) record readings	☐	☐	☐
30	Check Glow Plug system operation (cycles on/off)	☐	☐	☐
	Transmission/Transaxle/Differential	**PASS**	**FAIL**	**CORRECTED**
31	Transmission Condition (shift patterns/noise/operation)	☐	☐	☐
32	Automatic Transmission/Transaxle Fluids - condition and level	☐	☐	☐
33	Manual Transmission/Transaxle Fluids - condition and level	☐	☐	☐
34	Inspect Transmission mounts for wear and damage	☐	☐	☐
35	Transfer case for 4x4 switching operation	☐	☐	☐
36	Inspect Universal Joints/CV Joints/Boots	☐	☐	☐
37	Inspect Differential/Drive Axle condition (leaks/damage)	☐	☐	☐
38	Inspect Clutch (adjustment/fluid level)	☐	☐	☐

	Hybrid Systems	PASS	FAIL	CORRECTED
39	Inverter Coolant (level/condition/concentration)	☐	☐	☐
40	Hybrid Battery	☐	☐	☐
41	Inspect integrity of protective shields for high voltage harnesses	☐	☐	☐
42	Hybrid electronic control unit (run diagnostics)	☐	☐	☐
43	Multi-information display (operation)	☐	☐	☐
44	Diagnostic Scan (check for codes and software updates)	☐	☐	☐
	Suspension/Steering System	**PASS**	**FAIL**	**CORRECTED**
45	Tire tread depth (MIN 4/32") - insure same size on each axle, tire pressure is set to factory specification incuding spare	☐	☐	☐
46	Tread Depth LF____ RF____ RR____ LR____ Spare____	☐	☐	☐
47	Inspect Wheels for correct size condition (curb scratches damage and visual runout and finish)	☐	☐	☐
48	Inspect alignment during road test	☐	☐	☐
49	Inspect Power Steering Fluid system for leaks	☐	☐	☐
50	Inspect Rack and Pinion System for leaks, mounting system, tie rod ends	☐	☐	☐
51	Inspect Syspension system Control Arms/Ball Joints/Bushings/Tie Rods for condition	☐	☐	☐
52	Inspect Sway Bar links mounts and end for wear and damage	☐	☐	☐
53	Inspect Springs for condition and ride height	☐	☐	☐
54	Inspect Shocks/Struts Operation/wear/leaks	☐	☐	☐
	Brakes	**PASS**	**FAIL**	**CORRECTED**
55	Inspect Calipers/Wheel Cylinders for wear/operation/leaks	☐	☐	☐
56	Brake Fluid Level and Condition	☐	☐	☐
57	Brake Pads and Shoes (25% remaining)	☐	☐	☐
58	Visually Inspect Rotors/Drums for wear and thickness	☐	☐	☐
59	Inspect Brake lines and hoses for wear and leaks	☐	☐	☐
60	Inspect Parking brake for operation	☐	☐	☐
61	Inspect Master Cylinder and booster for operation and leaks	☐	☐	☐
	Body Exterior	**PASS**	**FAIL**	**CORRECTED**
62	Inspect Unibody and Frame for damage, abnormal tire wear, rust be sure to check under carpet and trunk liner	☐	☐	☐
63	Check doors, hood, trunk for operation, hinge wear, aligment and attachment	☐	☐	☐
64	Inspect for damange to panels, mismatched paint, improper repairs and overall paint condition	☐	☐	☐
65	Insepct Bumpers and facias for damage alignment and improper repairs	☐	☐	☐
66	Inspect Grill for dents, dings, missing or bent parts or emblems	☐	☐	☐
67	Inspect side glass, windshield for damage, chips, scratches, repairs and proper attachment	☐	☐	☐
68	Inspect Mirrors for condition and operation	☐	☐	☐
69	Inspect Windshield Wiper/Washers for condition and operation	☐	☐	☐
70	Inspect all exterior lights (including headlights, markers, turn signals, fog/driving, license plate, reverse, & hazard) for condition and operation	☐	☐	☐
71	Inspect entire exhaust system for condition leaks damage and noise	☐	☐	☐
72	Inspect Catalytic convertor and sheilding	☐	☐	☐
73	Perform emission control test (where necessary)	☐	☐	☐
	Body Interior	**PASS**	**FAIL**	**CORRECTED**
74	Air Conditioning System (cold, condition, and operation)	☐	☐	☐
75	Heating System (hot, condition, and operation)	☐	☐	☐
76	Defroster (operation)	☐	☐	☐
77	Inspect Air conditioning cabin air filter condition	☐	☐	☐
78	Door locks, controls, manual or automatic operation	☐	☐	☐
79	Child safety locks operation	☐	☐	☐
80	Window controls manual/automatic check operation and widow lock	☐	☐	☐
81	Check seat belt condition and operation (all seats)	☐	☐	☐
82	Air Bags, inspect condition/intact/no system codes/dash light operation. Check for any system repairs or airbag replacement	☐	☐	☐

ROAD TEST	VEHICLE MUST BE DRIVEN A MINIMUM OF 5 MILES MUST BE OPERATED AT 55 MPH OR HIGHER ENGINE START-UP AND OPERATION MUST BE EVALUATED TRANSMISSION OPERATION MUST BE EVALUATED	DATE INSPECTED: _____ INSPECTED BY:

PRE-OWNED VEHICLE INSPECTION CHECKLIST Page 2

AMSI Automotive Management Services Inc.

REPAIR ORDER _____ **STOCK NUMBER** _____

VIN (LAST 8) _____ **MILEAGE IN / OUT** _____ /

YEAR / MAKE _____ / **MODEL** _____

	Body Interior (continued)	PASS	FAIL	CORRECTED
83	Audio System - Radio Cassette CD Speakers, Check operation and condition (set base radio stations)	☐	☐	☐
84	Check antenna condition and operation	☐	☐	☐
85	Alarm/anti-theft deterrent system condition and operation (notate any aftermarket installed devices)	☐	☐	☐
86	Check Navigation system condition and operation	☐	☐	☐
87	Check Sattelitte radio operaiton (notate radio ID #_____)	☐	☐	☐
88	Check clock - set accurate time	☐	☐	☐
89	Check horn operation	☐	☐	☐
90	Check all lighter and power point outlets	☐	☐	☐
91	Check for ashtray for condition and operation	☐	☐	☐
92	Check glovebox/center console/armrest operation and condition (including lights)	☐	☐	☐
93	Check Tilt/telescopic steering wheel operation	☐	☐	☐
94	Check steering wheel lock operation	☐	☐	☐
95	Check rearview mirror operation	☐	☐	☐
96	Check instrument panel lights and gauges for condition and operation	☐	☐	☐
97	Check warning light operation	☐	☐	☐
98	Check all interior courtesy light operation including manual switches dome, visor, and map lights	☐	☐	☐
99	Check warning chime operation (warning systems including seatbelt warning)	☐	☐	☐
100	Check fuel filler door release	☐	☐	☐
101	Check automatic trunk release	☐	☐	☐
102	Check power liftgate/hatch operation	☐	☐	☐
103	Check all interior door handle operation	☐	☐	☐
104	Inspect First aid kit (if applicable) check/replace/update contents as necessary	☐	☐	☐
105	Check carpet condition and appearance	☐	☐	☐
106	Check floormat condition and appearance	☐	☐	☐
107	Check door trim panels/dash pad/package trays and storage areas for appearance, condition, and attachment	☐	☐	☐
108	Check headliner condition/attachment	☐	☐	☐
109	Check sunvisor condition, attachment and operation	☐	☐	☐
110	Check luggage compartment mat/trim/carpet/cargo net condition and operation	☐	☐	☐
111	Check for jack and tools ensure operation and condition	☐	☐	☐
112	Check emergency trunk release	☐	☐	☐
113	Inspect seat upholstery (condition, worn, attachment, ripped, cracked, faded)	☐	☐	☐
114	Inspect seat headrest adjustments (manual and automatic)	☐	☐	☐
115	Check heated/airconditioned seat operation	☐	☐	☐
116	Check seat lumbar adjustment operation (power or manual)	☐	☐	☐
117	Check power/manual seat operation	☐	☐	☐
118	Check moonroof/sunroof condition and operation	☐	☐	☐
119	Check convertible top condition and operation including condition of rear window	☐	☐	☐
120	Check for presence of convertible top boot (if equipped)	☐	☐	☐

	Road Test	PASS	FAIL	CORRECTED
121	Check Starting Cold and Hot	☐	☐	☐
122	Check Engine Idle quality	☐	☐	☐
123	Check engine performance/smooth acceleration	☐	☐	☐
124	Check for engine noise	☐	☐	☐
125	Check Automatic transmission/transaxle noise	☐	☐	☐
126	Check Automatic transmission shift points/slippage (operation/smooth/proper shift points/checking all shift points)	☐	☐	☐
127	Check overdrive switch and light (if applicable)	☐	☐	☐
128	Check shift interlock operation	☐	☐	☐
129	Check drive axle and/or transfercase bearings or gear noise/vibration	☐	☐	☐
130	Check Clutch operation for smooth engagment, slippage, operation	☐	☐	☐
131	Check steering rack and pinion for loosness and performance - steering center and noise	☐	☐	☐
132	Check ABS/brake operation, pulling, pulsating/vibration	☐	☐	☐
133	Check cruise control operation (including all settings resume/accel)	☐	☐	☐
134	Check guages/speedometer/tachometer/fuel/temperature for operation and accuracy	☐	☐	☐
135	Check warning light operation	☐	☐	☐
136	Check all interior courtesy light operation including manual switches dome, visor, and map lights	☐	☐	☐
137	Check body and suspension for noise harshness, squeeks and rattles	☐	☐	☐
138	Check Tire Pressure monitoring system operation and light	☐	☐	☐
139	Check tires for vibration and noise	☐	☐	☐
140	CarFax attached (dealer file)	☐	☐	☐

ROAD TEST

VEHICLE MUST BE DRIVEN A MINIMUM OF 5 MILES
MUST BE OPERATED AT 55 MPH OR HIGHER
ENGINE START-UP AND OPERATION MUST BE EVALUATED
TRANSMISSION OPERATION MUST BE EVALUATED

DATE INSPECTED: _____

INSPECTED BY: _____