

# NEW VEHICLE INSPECTION CHECKLIST

The purpose of this checklist is to guide the user through the basic steps of conducting a new vehicle inspection.

Based on Eights-n-Aces [www.e90post.com](http://www.e90post.com)

New Vehicle Inspection

Wear clothes that can get dirty and bring a flashlight

Inspection Date	Inspector Name	Location (Dealer Name)	Street	City	Country
					THA

## VEHICLE INFORMATION

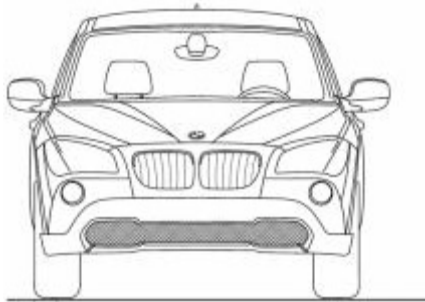
Vehicle Make	Model	Year	Odometer	VIN
	BMW X1	2011		

## PAPERWORK

- VIN Matches information provided by dealer.
- Ask dealer personnel if any repairs or alterations have been made to the vehicle.
- Information on vehicle sticker matches order information and all selected options are present.
- Owner's manual provided along with warranty information and dealer contact information.

## EXTERIOR INSPECTION: FRONT- Park the car in an open area, preferably outdoors, under full sunlight.

- Front fascia, air dam, grill are free of dents, scratches, scrapes, paint defects, and chips. Fit and finish acceptable.
- Headlamps, fog lights, turning signals and running lights function properly. No cracked or scratched lenses.
- Badge / Roundel securely affixed and in good condition.
- No signs of fluid leaks on the ground or bottom of the engine.
- Hood free of dents, scratches, scrapes, paint defect and chips. Gap between hood and fascia/fenders consistent.
- Hood raises, lowers, latches and unlatches properly. With the hood open, make sure all fluid reservoir caps are present.
- Windshield in good condition (no cracks or chips). Fit is even with body all around.

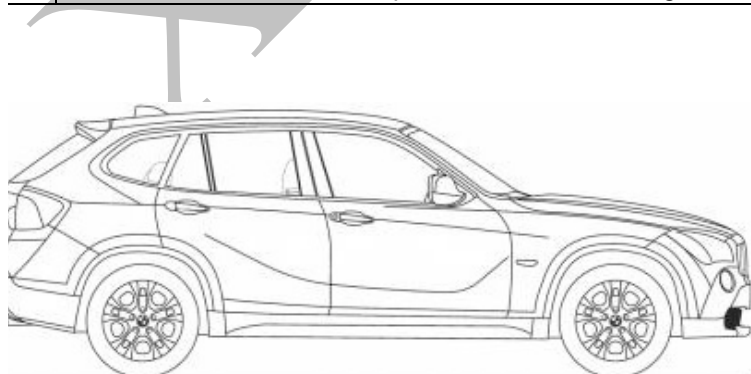


## NOTE OBSERVATIONS/DEFICIENCIES

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## EXTERIOR INSPECTION: DRIVER'S SIDE

- Front fender free of dents, scratches, scrapes, paint defects, and chips. Gap between fender and door and fascia is even.
- Front tire in good condition, no bulges, cuts or foreign objects.
- Front rim free of dents, scrapes & scratches. All lugs and valve stem caps present.
- Doors, handles and mirror free of dents, scrapes & scratches. Window in good condition and fits evenly. Body fit even.
- Doors open, close and lock properly. (Apply slight upward pressure). No play in doors.
- Roof free of dents, scrapes & scratches. Body panel fit even. Shark fin present.
- Rear fender free of dents, scratches, scrapes, paint defects, & chips. Gap between fender, door, trunk & rear fascia is even.
- Rear tire in good condition, no bulges, cuts or foreign objects.
- Rear rim free of dents, scrapes & scratches. All lugs and valve stem caps present.



## NOTE OBSERVATIONS/DEFICIENCIES

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# NEW VEHICLE INSPECTION CHECKLIST

## EXTERIOR INSPECTION: REAR

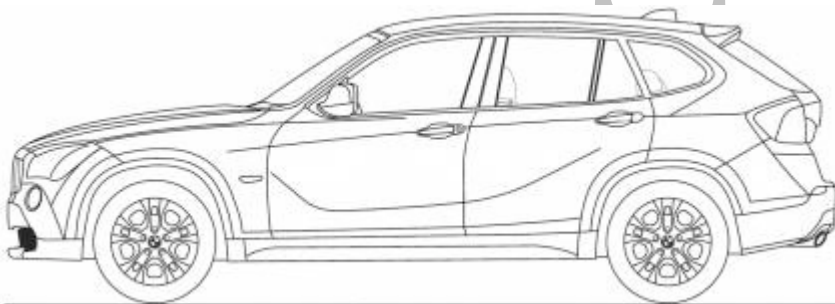
- Rear window in good condition (no cracks or chips). Fit is even with body all around.
- Trunk lid free of dents scrapes & scratches. Body fit with all panels even.
- Trunk raises, lowers, latches and unlatches properly. Do the gas shocks hold up the lid?
- Rear bumper and fascia free of dents, scratches, scrapes, paint defects, and chips. Fit and finish acceptable.
- Tail lamps, turning signals and running lights function properly. No cracked or scratched lenses.
- No signs of fluid leaks on the ground or under rear of vehicle.



### NOTE OBSERVATIONS/DEFICIENCIES


## EXTERIOR INSPECTION: PASSENGERS SIDE

- Rear fender free of dents, scratches, scrapes, paint defects, and chips. Gap between fender, door, trunk & rear fascia is even.
- Rear tire in good condition, no bulges, cuts or foreign objects.
- Rear rim free of dents, scrapes & scratches. All lugs and valve stem caps present.
- Doors, handles and mirror free of dents, scrapes & scratches. Window in good condition and fits evenly. Body fit even.
- Doors open, close and lock properly. (Apply slight upward pressure). No play in doors.
- Front fender free of dents, scratches, scrapes, paint defects, and chips. Gap between fender and door and fascia is even.
- Front tire in good condition, no bulges, cuts or foreign objects.
- Front rim free of dents, scrapes & scratches. All lugs and valve stem caps present.



### NOTE OBSERVATIONS/DEFICIENCIES


## INTERIOR INSPECTION: FRONT

- Driver's seat in good condition, no marks, scratches, or tears in upholstery. Correct color and trim.
- Carpeting in good condition, no marks, stains, or major thread pulls. Make sure you check under the floor mat.
- Headliner clean, smooth and consistent. Check edges to make sure there are no loose edges.
- Front dash, trim and gauge cluster in good condition, no marks or scratches. Acceptable fit and finish on trim panels.
- Driver's door in good condition, no marks, scratches, or tears in upholstery. Door trim acceptable fit and finish.
- Center stack (display, radio, ventilation controls) & trim in good condition, no marks or scratches. Acceptable fit and finish.
- Center counsel (ash tray, gear shift, arm rest, look in arm rest) & trim in good condition (all knobs?). Acceptable fit & finish.
- Passenger seat in good condition, no marks, scratches, or tears in upholstery. Cup holders working?
- Carpeting in good condition, no marks, stains, or major thread pulls. Make sure you check under the floor mat.
- Passenger compartment (dash, glove box, etc) in good condition, no marks, scratches, or tears. Acceptable fit and finish.
- Passenger door in good condition, no marks, scratches, or tears in upholstery. Door trim acceptable fit and finish.

# NEW VEHICLE INSPECTION CHECKLIST

**NOTE OBSERVATIONS/DEFICIENCIES:**

## INTERIOR INSPECTION: REAR

- Driver's side rear seat in good condition, no marks, scratches, or tears in upholstery.
- Carpeting in good condition, no marks, stains, or major thread pulls. Make sure you check under the floor mats.
- Driver's rear door (or interior) in good condition, no marks, scratches, or tears in upholstery. Trim acceptable fit and finish.
- Center (arm rest, look in storage compartments) & trim in good condition, no marks or scratches. Acceptable fit and finish.
- Passenger side rear seat in good condition, no marks, scratches, or tears in upholstery.
- Passenger side rear door (or interior) in good condition, no marks, scratches, or tears. Trim acceptable fit and finish.
- Rear deck in good condition, no marks, scratches or tears.

**NOTE OBSERVATIONS/DEFICIENCIES:**

## MISCELLANEOUS EQUIPMENT

- Dealer provided two sets of keys and both keys function properly.
- Correct stereo installed, all speakers working. I pod holder in front arm rest if 6FL option installed. Cable for I pod present
- Ensure Bluetooth phone is synchronized and functioning properly.
- If you ordered floor mats, or the dealer provided, are all four provided?
- If you have wheel locks, do you have a lug key?
- If you have an I pod adapter option, look in the glove compartment and make sure that you got a 6FL Y cable
- First Aid pouch (?)
- Warning Triangle (?)
- Ordered accessories provided: Wind deflector, floor mats, smart phone adaptor kit, i-pod adaptor

**NOTE OBSERVATIONS/DEFICIENCIES:**

## THINGS I DIDN'T THINK OF – List your own inspection items here.

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**NOTE OBSERVATIONS/DEFICIENCIES:**

Take the vehicle for a test drive. Although most issues would be under warranty, you may not want to accept a vehicle that has major issues such as: loud noises, severe steering issues, poor brakes. Listen to make sure no clicks/pops in steering column. Look for any abnormal smoke, steam or color coming from tailpipes. After the drive, check again for any fluid leaks.

## SIGNATURES

Use this at your own discretion. It is recommended that you show any deficiencies to a Sales or Service Manager prior to accepting a vehicle and have them sign off below on any corrective actions

Parties agree that the following items are in need of correction/completion at no cost to the customer:

Customer Signature	Date	Sales or Service Manager Signature
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