



# Used Vehicle Inspection Checklist

Perform the following inspections within 60 days prior to the registration of a Used Vehicle Contract.

Check the boxes below:

## I. INITIAL INSPECTION

- CONFIRM ALL MAJOR SCHEDULED MAINTENANCE ITEMS HAVE BEEN PERFORMED** if the vehicle is within 30 days or 1,000 miles of a maintenance interval as defined by the OEM Scheduled Maintenance Guide.
- ODOMETER HOUR READING** supported by the general condition of the vehicle.
- OIL/FILTER** – change oil and filter.
- ANY MODIFICATIONS ON THIS VEHICLE\*** (e.g., performance modifications, PCM chip, wheel or suspension modifications, etc.)
  - Yes ... document the modification(s) on the repair order.
  - No

## II. UNDER HOOD

- ENGINE\*\*** block, cylinder heads, intake and exhaust manifolds, valve cover, seals, belts, vacuum lines, filters – check for cracks or leaks and correct. Examine engine for sludge – repair as needed.
- ONBOARD DIAGNOSTICS (OBD)** has been checked and all trouble codes corrected.
- CYLINDER BALANCE TEST** must be performed on vehicles with 50,000 or more miles on the odometer prior to sale. If required, repairs are to be made prior to sale.
- OIL LEAKS** – check for and correct.
- FUEL INJECTOR(S)/AIR CLEANER** are clean.
- EMISSION SYSTEM** – all components intact.
- COOLANT** is at the prescribed level and is not contaminated.
- PRESSURE TEST COOLING SYSTEM** to check/correct operation.
- RADIATOR** and cap, water pump, and hoses checked for cracks or leaks; clamps, fan operational.
- AUTOMATIC TRANSMISSION FLUID\*\*** is at the prescribed level and free of contamination or discoloration.
- POWER STEERING** pump reservoir and gear box are at the prescribed fluid level and system shows no visual evidence of leaks (including hoses).
- ELECTRICAL** battery charge is at prescribed level. Cables are corrosion-free and properly secured. Starter and alternator operational.
- AIR CONDITIONING** – check and repair/replace compressor, clutch, evaporator, dryer and hoses, if required.
- BRAKE MASTER CYLINDER** at prescribed fluid level and shows no visual evidence of leaks.

## III. UNDER VEHICLE

- TRANSMISSION CASE** checked for cracks and leaks.
- TRANSMISSION FLUID\*\*** at prescribed level (also transfer case 4x4s) and no leaks. Transmission hydraulic pressures are within required standards.

- GEAR LUBE** at prescribed level for manual transmission and/or rear differential.
- CV BOOTS** are free from cracks or deterioration.
- BRAKES AND CALIPERS** have been checked. Pads and linings have been replaced, if worn below factory specifications.
- WHEEL CYLINDER** checked for leaks.
- WHEEL BEARINGS** – check for excessive play.
- AXLE SEALS** checked for leaks.
- STRUTS** not leaking or weak.
- SUSPENSION SYSTEM** (i.e., ball joints, tie rods, shock absorbers) checked for wear, looseness. Replace any worn or loose parts.
- REAR AXLE FLUID\*\*** at prescribed level (also front axle on 4x4s) and housing is not leaking.
- MUFFLER/TAILPIPE** secure, airtight and operational.
- FRAME/UNDERCARRIAGE** checked for damage and/or corrected to standard.
- TIRES/WHEELS** checked and repaired/changed, if required.

## IV. ROAD TEST

- ENGINE\*\*** shows no obvious signs of problems (i.e., excessive smoking, poor performance, etc.).
- ENGINE OIL PRESSURE AND OPERATING TEMPERATURES** are within normal range levels.
- AUTOMATIC TRANSMISSION\*\*** is shifting smoothly and quietly.
- STANDARD TRANSMISSION** is shifting smoothly and quietly (also transfer case 4x4s).
- VIBRATION** in the driveline, if any, has been corrected.
- UNUSUAL NOISES** – conditions causing unusual noises in the engine, transmission, driveshaft, universal joints or rear axle have been corrected.
- STEERING AND STEERING LINKAGE** does not have excessive play, or noise.
- AIR CONDITIONING** cools appropriately.
- INTERIOR EQUIPMENT** controls and equipment operational.
  - wiper/washer
  - clock/radio
  - air conditioning
  - horn
  - heater/defroster
  - lights
  - switches
  - video system
- ELECTRICAL** – all grids on the heated backglass (if equipped) are operational.
- PARKING BRAKE** – check operation and warning indicator light, if equipped.

\*Future failures related to a modification are subject to denial.

\*\*Engine, transmission and drive axle must be the same original equipment specified for the vehicle to be eligible for ESP coverage provided by Ford Motor Company.

- Attach a copy of the interim repair order, indicating repairs performed on the vehicle prior to the sale.

Vehicle Identification Number (VIN) \_\_\_\_\_ P&A Code \_\_\_\_\_

Dealership Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Current Mileage/Hours (Hour Conversion: 1 Hour = 25 Miles) \_\_\_\_\_

This is to certify that the above vehicle has been inspected and any necessary repairs have been made to qualify this vehicle for the used Extended Service Plan. To the best of my knowledge, this vehicle qualifies for the used Extended Service Plan coverage. Pre-existing conditions or repairs made on or before the enrollment date are not eligible for reimbursement. Failure to supply this completed form could result in a repair being denied. A copy of the interim repair order is attached, indicating repairs performed on the vehicle prior to the sale.

Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_

**This checklist was completed based on a visual inspection of the specified components/systems. No representations, guarantees or warranties are made in connection with this inspection. For example, there are no representations, guarantees or warranties regarding the vehicle's merchantability or its factory-supplied materials or workmanship.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

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