

#### Exterior Inspection:

- Body condition (dents, dings, scratches, rust)
- Paint condition (chips, fading, peeling)
- Windshield and windows (cracks, chips, cleanliness)
- Lights (headlights, taillights, turn signals, brake lights)
- Tires (tread depth, wear, pressure)
- Wheels (damage, alignment)
- Mirrors (damage, adjustability)
- Wipers (condition, functionality)

#### Interior Inspection:

- Seat condition and operation
- Seatbelts (condition, functionality)
- Steering wheel (condition, alignment)
- Instrument panel (warning lights, gauges)
- HVAC system (heating, ventilation, air conditioning)
- Audio system (radio, speakers)
- Navigation system (if applicable)
- Interior lights (dome light, map lights)
- Floor mats (condition, cleanliness)

#### Under the Hood:

- Engine oil level and condition
- Coolant level and condition
- Brake fluid level
- Power steering fluid level
- Transmission fluid level and condition
- Belts (condition, tension)
- Hoses (condition, leaks)
- Battery (condition, connections)
- Air filter (condition, cleanliness)

#### Road Test (if necessary):

- Brake performance
- Steering responsiveness
- Suspension (shocks, struts)
- Transmission shifting
- Engine performance (acceleration, idle)

#### Additional Notes:

- Document any issues or concerns found during the inspection
- Discuss findings with the customer and provide recommendations
- Obtain customer approval for any necessary repairs or services

Remember to adapt this checklist to fit the specific needs of your dealership and the vehicles you service. Regularly review and update the checklist to ensure it remains comprehensive and aligned with industry best practices.

