



# Used Vehicle Inspection Checklist

Perform the following inspections within 14 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 the maintenance interval as defined by the OEM scheduled Maintenance Guide.
- ODOMETER READING** supported by the general condition of the vehicle.

\_\_\_\_\_ (Mileage Reading)

### ANY MODIFICATIONS ON THIS VEHICLE\*

- Yes...document the modification(s) on the repair order.
- No

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

## II. EXTERIOR OF VEHICLE

- DENTS AND DINGS** – check for and describe damage: \_\_\_\_\_
- SNOWPLOW** – is vehicle equipped for a snow plow?

## III. 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.
- ON-BOARD DIAGNOSTICS (OBD)** has been checked and all trouble codes corrected.
- OIL LEAKS** - check for and correct.
- AIR CLEANER** - 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 and is not leaking.
- 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. Wiring harness is intact, without modifications or corrosion.
- AIR CONDITIONING** – all components are operational and functioning properly.
- BRAKE MASTER CYLINDER** at prescribed fluid level and shows no visual evidence of leaks.

## IV. UNDER VEHICLE

- TRANSMISSION/TRANSFER CASE** checked for cracks and leaks.
- TRANSMISSION FLUID** at prescribed level (also transfer case 4x4s) and is not leaking.
- GEAR LUBE** at prescribed level for manual transmission and/or rear differential. Unit is not leaking.
- CV BOOTS** are free from cracks or deterioration.
- BRAKES AND CALIPERS** Pads and linings have been replaced, if worn. Checked for leaks.
- WHEEL CYLINDER** checked for leaks.
- AXLE SEALS** checked for leaks.
- SUSPENSION SYSTEM** (i.e., ball joints, tie rods, struts) checked for cracks, deterioration and leaks.
- REAR AXLE FLUID** at prescribed level and is not leaking.
- EXHAUST SYSTEM** catalyst in place, secure, airtight and operational.
- FRAME/UNDERCARRIAGE** checked for damage.

## V. 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** - check for abnormal noise, vibration, harsh ride, and handling concerns.
- AIR CONDITIONING** cools appropriately.
- INTERIOR EQUIPMENT** controls and equipment operational.
  - wiper/washer  clock/radio  air conditioning  horn
  - heater/defroster  lights  switches  video system
  - instrument cluster  navigation system
- ELECTRICAL** - all grids on the heated backglass (if equipped) are operational. All interior and exterior lamps are operational.
- BRAKE SYSTEM** - check for drift, pull, noises, vibrations, warning indicator is off.

**NOTE:** If any item does not pass inspection, it must be repaired or brought into compliance prior to the purchase of a Ford Extended Service Plan.

**NOTE:** Pre-existing conditions or repairs made on or before the enrollment date are not eligible for reimbursement.

- Repairs to bring vehicle into eligibility compliance are required and have been completed. A copy of the repair order is attached.

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

Repair Facility Name \_\_\_\_\_

Address \_\_\_\_\_

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

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. 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. Failure to supply this completed form could result in a repair being denied.

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

**Fax completed inspection form and a copy of the Shop Invoice to 860-379-2473**