



## MBP Inc. Certified Pre-Owned Inspection Checklist

Dealer #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Dealership Representative: \_\_\_\_\_  
Ph.: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_  
Model Year: \_\_\_\_\_  
Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Mileage: \_\_\_\_\_  
Stock Number: \_\_\_\_\_  
VIN: \_\_\_\_\_  
Service Repair Order #: \_\_\_\_\_ (Attach completed R/O)

### Vehicle History

Vehicle History Report Obtained

CARFAX    AutoCheck    Other \_\_\_\_\_

(Attach copy)

Is this vehicle still covered by Manufacturer's Powertrain Warranty?

Comments: \_\_\_\_\_

Service Recalls Performed

Comments: \_\_\_\_\_

Vehicle Emissions Sticker (Applicable States)

Comments: \_\_\_\_\_

Perform Self-Test for all Trouble/Fault Codes

Comments: \_\_\_\_\_

# Maintenance & Pre-Check

## 1. Scheduled Maintenance Performed

Check for Water, Sludge or Engine Coolant in Oil.

Comments: \_\_\_\_\_

|         |        |   |
|---------|--------|---|
| Changed | Topped | <u>If N/A, please notate.</u>                       |
|         |        | Engine Oil/Filter Change and Chassis Lube _____     |
|         |        | Engine Air Filter _____                             |
|         |        | Fuel Filter _____                                   |
|         |        | Coolant _____                                       |
|         |        | Brake Fluid _____                                   |
|         |        | Automatic Transaxle/Transmission Fluid _____        |
|         |        | Transfer Case Fluid _____                           |
|         |        | Drive Axle Fluid _____                              |
|         |        | Power Steering Fluid _____                          |
|         |        | Transaxle/Transmission Hydraulic Clutch Fluid _____ |
|         |        | Washer Fluid _____                                  |

## 2. Tire tread depth (minimum 3/32" or State Dept. of Transportation minimum depth whichever is greater) & Sidewall inspection:

|                      |                     |        |         |
|----------------------|---------------------|--------|---------|
| Left Front Pressure  | Tread Depth Inside  | Center | Outside |
| _____                | _____               | _____  | _____   |
| Right Front Pressure | Tread Depth Inside  | Center | Outside |
| _____                | _____               | _____  | _____   |
| Left Rear Pressure   | Tread Depth Inside  | Center | Outside |
| _____                | _____               | _____  | _____   |
| Right Rear Pressure  | Treade Depth Inside | Center | Outside |
| _____                | _____               | _____  | _____   |

# Road Test

Checklist to be completed following testing cycle, not while driving the vehicle.

- | <b>Passed</b> | <b><u>If repaired or N/A, please notate.</u></b>           |
|---------------|--|
| 3.            | Brakes/ABS Operate Properly _____                          |
| 4.            | Clutch Operates Properly _____                             |
| 5.            | Cruise Control _____                                       |
| 6.            | Instrument Panel and Warning Lights Operate Properly _____ |
| 7.            | Steers Normally _____                                      |
| 8.            | Struts/Shocks Operate Properly _____                       |
| 9.            | Suspension Squeaks and Rattles _____                       |
| 10.           | Auto/Manual Transmission/Transaxle Noise _____             |
| 11.           | Auto/Manual Transmission/Transaxle Operation _____         |
| 12.           | Drive Axle/Transfer Case Operation Noise Normal _____      |
| 13.           | Engine Accelerates and Cruises Properly/Smoothly _____     |
| 14.           | Engine Noise Normal _____                                  |
| 15.           | Engine Starts and Idles Properly _____                     |
| 16.           | Push-Button Start System _____                             |
| 17.           | Remote Entry and Start System _____                        |
| 18.           | Shift Interlock Operates Properly _____                    |

## Interior

### Passed

### If repaired or N/A, please notate.

19. Adjustable Pedals \_\_\_\_\_
20. Blind Spot Information System \_\_\_\_\_
21. Convertible Top \_\_\_\_\_
22. Electric Door Locks \_\_\_\_\_
23. Horn, Warning Chimes \_\_\_\_\_
24. Power Outlets and Lighter \_\_\_\_\_
25. Power Outside Mirrors and Auto-Dimming Rearview Mirror \_\_\_\_\_
26. Power Window Controls \_\_\_\_\_
27. Rear Entertainment System \_\_\_\_\_
28. Rear View Camera \_\_\_\_\_
29. Remote Trunk and Fuel Filler Door Release Control \_\_\_\_\_
30. Sunroof/Moon roof \_\_\_\_\_
31. Wipers/Washers \_\_\_\_\_
32. Air Conditioning System \_\_\_\_\_
33. Clock \_\_\_\_\_
34. Defog/Defrost \_\_\_\_\_
35. Heating System \_\_\_\_\_
36. Navigation System \_\_\_\_\_
37. Radio, Radio Antenna, CD and Speakers, Satellite Radio \_\_\_\_\_
38. Steering Column Lock \_\_\_\_\_
39. Steering Wheel Controls \_\_\_\_\_
40. Tilt/Telescopic Steering Wheel \_\_\_\_\_



## Engine Compartment & Under Vehicle

- | <b>Passed</b> | <b><u>If repaired or N/A, please notate.</u></b> |
|---------------|--|
| 41.           | Alternator Output _____                          |
| 42.           | Battery _____                                    |
| 43.           | Cabin Air Filter _____                           |
| 44.           | Coolant Recovery Tank _____                      |
| 45.           | Cooling Fans, Clutches and Motors _____          |
| 46.           | Diesel Glow Plug System _____                    |
| 47.           | Drive Axle/CV Joints/Boots _____                 |
| 48.           | Fuel Pump Pressure _____                         |
| 49.           | Ignition System _____                            |
| 50.           | Pressure-Test Radiator Cap and Radiator _____    |
| 51.           | Starter Operation _____                          |
| 52.           | Water Pump _____                                 |
| 53.           | Belts Serpentine and Timing _____                |
| 54.           | Engine Mounts _____                              |
| 55.           | Fluid Leaks _____                                |
| 56.           | Hoses, Lines and Fittings _____                  |
| 57.           | Inspect Turbocharger Air Cooler _____            |
| 58.           | Oil Pressure _____                               |
| 59.           | Radiator _____                                   |
| 60.           | Wiring _____                                     |

## Hybrid & and Electrical Vehicle Components

- | <b>Passed</b> | <b><u>If repaired or N/A, please notate.</u></b>   |
|---------------|--|
| 61.           | Hybrid Cooling System _____                        |
| 62.           | Switchable Powertrain Mount _____                  |
| 63.           | Hybrid Entertainment and Information Display _____ |
| 64.           | Cargo Management System _____                      |
| 65.           | High-Voltage Thermal System _____                  |
| 66.           | High-Voltage Service Disconnect _____              |
| 67.           | Charging Components Test _____                     |
| 68.           | Cell Variation Check _____                         |
| 69.           | EV Drive Modes _____                               |
| 70.           | PHEV Heating System Modes _____                    |
| 71.           | BEV Heating System Modes _____                     |
| 72.           | Other: _____                                       |

TECHNICIAN NOTES:

## Disclosure

MBP Inc. reserves the right to disqualify a vehicle from the Certified Pre-Owned Vehicle program for failure to meet program standards based on service history files, an independent vehicle history report, and/or information obtained in this inspection.

Technician, Service Manager, and Pre-Owned Manager signatures certify that the vehicle has been carefully inspected and that apparent deficiencies have been corrected. This is a pre-owned vehicle; no claim is made, implied or otherwise, that this vehicle is in new condition.

The dealership and referenced dealership employees acknowledge that the appropriate systems have been checked, and that any open safety recalls have been checked at the NHTSA Safercar.gov website <https://vinrcl.safercar.gov/vin/> and addressed if open safety recall is indicated.

This open recall check is based upon the available information at the time of inspection and does not cover: Completed safety recall information, Manufacturer customer service or other non-safety recall campaigns, International vehicles, Very recently announced safety recalls for which not all VINs have been identified, Safety recalls that are more than 15 years old (except where a manufacturer offers more coverage), Safety recalls conducted by small vehicle manufacturers, including some ultra-luxury brands and specialty applications.

Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in the NHTSA Safercar.gov website. While we have made every attempt to ensure that the information contained in this open safety recall check has been obtained from reliable sources, MBP Inc. and Dealership is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this check is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. In no event will MBP Inc. or Dealership, its related partnerships or corporations, or the partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in the NHTSA Safercar.gov website or for any consequential, special or similar damages, even if advised of the possibility of such damages.

# Acknowledgment

TECH NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SERVICE MANAGER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRE-OWNED MANAGER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_