# New Vehicle Acceptance Checklist

# Part 1

**\*Mandatory Field**

**\***Contract Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***VIN Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*** Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Equipment Master Record (EMR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Vehicle Make and Model:

**\***Vehicle Receipt Date at local office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the Vehicle Identification Number (VIN) match the VIN indicated on the invoice? Yes No

Does the vehicle exactly match details indicated in contract, including any additional options and the minimum specification listed in the Government Motor Vehicle Guide?

Yes No

Is the mileage reasonable, less than 100 KM? Yes No

Does the vehicle have $50.00 or $100.00 worth of fuel (depending on spec of vehicle see GMVOG page I-15, para 10 Fuel).

Yes No

Is there a copy of the owner’s manual? Yes No

Does the key fob function properly? Yes No

Is there a block heather installed? Yes No

# Check Prior to Road Test Exterior:

Is the exterior of the vehicle in perfect shape? Examine the finish for scratches, blemishes, ripples and dents. Examine the bumpers for damage. Are tires scuff free? Is the colour uniform? Yes No

Are the trim, rubstrips, decals, chrome, hood ornaments, and other exterior features present, in good shape (defect-free), and properly attached? Yes No

Do the doors, hoods, trunks, liftgates, and tailgates close properly and seal securely. Yes No

Are the windshield, windows and mirrors free of cracks, scratches and chips? Yes No

# Under the Hood:

Are all covers dipsticks, wire harnesses present and properly secured? There should be very little dirt and no sign of leakage or drips of any kind. Are all hoses and wire seem properly secured? Yes No

# Interior

Is the interior in perfect shape? Yes No

Does the A/C and heating operate properly (all speeds)? Yes No

Check the lights: Do the low and high beams, tail lights, emergency flashers, brake lights, signal lights, interior lights, function properly? Yes No

If the mirrors are powered do they work properly? Yes No

Are the seat adjustment controls operational? Yes No

Open and close each window? Yes No

Are horns, washer/wipers operational? Yes No

Do the door locks work properly? Does the hood release and gas tank release work properly? Yes No

If present, does alarm system function properly? Yes No

Does the audio system function properly? Yes No

Do all seatbelts function properly? Yes No

Are the Standard Accessories such as the ones listed below included? Full size spare or tire repair kit Yes No

Tire jack and tire iron Yes No

If a truck, towing prep package kit Yes No NA

# Road Test

Does car start properly? Does the engine sound normal (turn off radio)? Yes No

When changing gears does it sound okay? Listen for any noises, rattles, vibrations, etc. Yes No

Is there any abnormal smoke or colour being emitted from the tailpipe? Moisture? Yes No

Check acceleration, braking and cruise control. Yes No

Does the vehicle’s handling and steering respond properly? Yes No

Watch the gauges (Speedometer, odometer, fuel, temperature, etc). Do they function properly? Yes No

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Employee Signature