

New Vehicle Acceptance Checklist

Contract Number: _____

Vehicle Make and Model: _____

Vehicle Receipt Date: _____

Employee Accepting Vehicle: _____
(Print)

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

Does vehicle exactly match details indicated in contract and in accordance to the minimum specification listed in the Government Motor Vehicle Guide (GMVOG)?
Yes No N/A

Ensure that all additional options which have been included in the contract are included with the vehicle. Yes No N/A

Is the mileage realistic, less than 100 KM? Yes No N/A

Passenger vehicles should have \$50.00 or \$100.00 worth of gasoline/diesel, depending on Spec of vehicle. (See GMVOG page I-15, para 10 Fuel).
Yes No N/A

Is there a copy of the owner's manual? Yes No N/A

Does the key fob function properly? Yes No N/A

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 N/A

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

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

Is the windshield, windows and mirrors free of cracks, scratches and chips? Yes No N/A

Under the Hood:

Are all covers, dip sticks, wire harness present and properly secured? There should be very little dirt and no sign of leakage or drips of any kind. All hoses and wires seem properly secured? Yes No N/A

Interior

Is the interior in perfect shape? Yes No N/A

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

Check the lights, do the low and high beams, tail lights, emergency flashers, brake lights, signal lights, interior lights, function properly? Yes No N/A

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

Is the front seat(s) control operational (manual/power)? Yes No N/A

Open and close each window? Yes No N/A

Are horns, washer/wipers operational? Yes No N/A

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

If present, does alarm system function properly? Yes No N/A

Does the audio system function properly? Yes No N/A

Do all seatbelts function properly? Yes No N/A

Are the Standard Accessories such as the ones listed below included?

Full size spare or tire repair kit; Yes No N/A

Tire jack and tire iron. Yes No N/A

If a truck, towing prep package kit; Yes No N/A

Road Test

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

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

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

Check acceleration, braking and cruise control. Yes No N/A

Does the vehicle's handling and steering respond properly? Yes No N/A

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

After a few days of operation, check:

Under Vehicle:

All hoses and wires secure? Yes No N/A

Exhaust system noise/support Yes No N/A

Exterior:

Hardware and Trim Yes No N/A

Hood, doors, liftgate, tailgate Yes No N/A

Under Hood:

Check for fluid leaks Yes No N/A

Operation of all lights Yes No N/A

Employee Signature