

Vehicle Candidate: ☐ A ☐ B ☐ C ☐ D

FULL VEHICLE INSPECTION

Complete a separate report for each vehicle candidate

HOW TO USE THIS REPORT

THE DO — Inspect, Test & Document

Use the Quick Buy Inspection Report, the Full Vehicle Inspection Report, or both to evaluate each candidate vehicle in person. Follow the checklists to examine the vehicle's condition, test its features, and document concerns. Complete a separate report for each vehicle inspected, recording your findings as you go.

Record the vehicle information in the Vehicle Identification section below to help identify and keep track of each candidate throughout the inspection and comparison process.

Check boxes:

Digital use:

Checkboxes have a pull-down selection when you click on the box. The options are ✓ for OK or X for a concern. If the inspected item is not applicable, leave the box empty.

Printed forms:

Write the symbol in the box. If the inspected item is not applicable, leave the box empty.

✓ = OK

X = CONCERN

☐ = N/A

Record any defects, concerns, or items requiring follow-up in the Inspection Results section. Use the Vehicle A-D designation from your Core Buyer Packet. Check the assigned Vehicle Candidate letter at the top of each page if printing reports for multiple vehicles.

VEHICLE IDENTIFICATION

VEHICLE INFORMATION	
VIN:	
Year:	
Make:	
Model:	
Inspection Date:	

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HISTORY AND LISTING VERIFICATION

Review the vehicle-history report for reported maintenance, accidents or damage, title issues, registration locations, and ownership or sales history. Compare it with the listing and flag discrepancies. A history report may be incomplete.

✓ = OK X = CONCERN ☐ = N/A

INSPECTION ITEM / WHAT TO LOOK FOR	
☐	VIN on vehicle matches listing and history report
☐	Title, accident/damage, mileage, ownership and prior-use history reviewed
☐	Maintenance records, recalls and known concerns reviewed
☐	Advertised trim, must-have features and seller claims checked

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INSPECTION REPORT

Use this report to conduct a thorough inspection of each candidate vehicle's condition, equipment, and features. Work through each section, test applicable components, and document any defects, concerns, or items requiring follow-up. Complete a separate report for each vehicle inspected.

INTERIOR & FEATURES

Check that the interior is in acceptable condition, that equipment operates properly, and that the vehicle has the must-have features identified in your Core Buyer Packet. Test applicable features where safe.

✓ = OK X = CONCERN ☐ = N/A

INSPECTION ITEM / WHAT TO LOOK FOR	
☐	Seat upholstery, adjustments, seat belts, headrests and child-seat anchors as applicable
☐	Carpet, headliner, cargo area: moisture, odors, stains, excessive wear or damage
☐	Windows, mirrors, locks, key fobs, remote start and liftgate operate as advertised
☐	HVAC: heating, cooling, fan speeds, defrost and vents
☐	Infotainment, cameras, parking sensors, audio, Bluetooth and charging ports
☐	Safety/driver-assistance features and dash warning lights checked
☐	Must-have features from Core Buyer Packet confirmed on this specific vehicle
☐	Owner's manual and available vehicle documentation present

INSPECTION RESULTS

Vehicle Candidate: ☐ A ☐ B ☐ C ☐ D**EXTERIOR**

Inspect the vehicle outside in good natural light when possible; paint differences, dents, overspray, panel gaps, and surface defects are easier to see.

✓ = OK X = CONCERN ☐ = N/A

INSPECTION ITEM / WHAT TO LOOK FOR	
☐	Body panels: alignment, gaps, dents, scratches, rust, repaint/overspray and mismatched paint
☐	Bumpers, grille, trim and underbody panels: intact and secure
☐	Windshield, windows, mirrors and glass: chips, cracks and operation
☐	Headlights, brake lights, signals, fog lights and exterior lighting work
☐	Doors, hood, trunk/liftgate: open, close, latch and seal properly
☐	Visible frame/structure, underside and exhaust: damage, corrosion, leaks or hanging parts

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TIRES, WHEELS & UNDERSIDE

Tires, wheels, and the underside can reveal both immediate expenses and clues about how the vehicle has been driven, maintained, or repaired. Compare all four corners, then use a flashlight to look underneath from both sides and from the front/rear where safely visible.

TIRES / SUSPENSION

✓ = OK X = CONCERN ☐ = N/A

INSPECTION ITEM / WHAT TO LOOK FOR	
☐	All four tires: size, brand, tread depth, age and evenness of wear
☐	Sidewalls: cuts, bulges, cracks, puncture repairs or damage
☐	Wheels/rims (including inner surfaces): dents, bends, cracks, curb damage or missing lug nuts
☐	Spare tire or inflator kit, wheel-lock key, jack and lug wrench: present and usable where supplied
☐	Suspension/underside: obvious leaks, impact damage, rust or loose components

WHEEL CONDITION

Record the condition of each tire and wheel by position, noting tread wear, visible damage, and any concerns requiring further inspection or repair. Include the condition of the spare tire or inflator kit, where applicable.

POSITION	TIRE / WHEEL CONDITION
Front left:	
Front right:	
Rear left:	
Rear right:	
Spare / inflator kit:	

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UNDER THE HOOD

This is a basic visual and listening check, not a mechanical diagnosis. Look for fluid leaks, worn or damaged components, corrosion, missing parts, and signs of previous repairs. With the engine running, listen for unusual noises and watch for smoke, excessive vibration, or warning lights. Record any concerns for further evaluation by a qualified mechanic.

WARNING: Never open a hot pressurized cooling system. Have a qualified mechanic evaluate anything uncertain.

✓ = OK X = CONCERN ☐ = N/A

INSPECTION ITEM / WHAT TO LOOK FOR	
☐	Oil: level/appearance if safely checked; evidence of leaks
☐	Coolant: level/condition if safely checked when engine is cool; no oil contamination visible
☐	Brake fluid, power steering and other applicable fluids: visible concerns
☐	Belts, hoses, wiring, battery and terminals: wear, leaks, corrosion or damage
☐	Engine bay: unusual odors, evidence of recent repairs, missing covers or fasteners
☐	Engine at idle: unusual tapping, knocking, smoke, vibration or warning lights

Refer to the Under the Hood section on page 20 of Don't Buy That Car Yet! for guidance on locating and safely checking vehicle fluids.

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TEST DRIVE & ASSESSMENT

Drive the vehicle under a variety of conditions, including city streets and highway speeds when possible. Pay attention to how the vehicle accelerates, brakes, steers, and shifts. Listen for unusual noises, feel for vibrations or pulling, and watch for warning lights. Test important features and assess overall comfort and visibility. Record any concerns, even if they seem minor.

✓ = OK X = CONCERN ☐ = N/A

INSPECTION ITEM / WHAT TO LOOK FOR	
☐	Cold start, idle and dashboard warning lights: normal
☐	Acceleration and transmission shifts: smooth without hesitation or harshness
☐	Steering and tracking: straight, responsive, no unusual play or pulling
☐	Braking: smooth, straight, no pulsation, squeal or grinding
☐	Ride and suspension: no unusual rattles, clunks or vibration
☐	Engine, road and wind noise at varying safe speeds
☐	Parking, turning, reversing, cameras and visibility
☐	Seat comfort, controls and ease of use over a realistic drive

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OVERALL EVALUATION

Review your inspection and test-drive findings to assess the vehicle's overall condition. Identify any unresolved concerns, needed repairs, or additional information required from the seller. Consider whether the vehicle meets your needs and is worth further evaluation. Record your assessment before deciding whether to continue with the purchase process.

☐ ELIMINATE ☐ FOLLOW UP ☐ CONSIDER FOR PPI ☐ FINALIST

Potential repair costs: \$ _____

Questions for the seller:

IMPORTANT:

A buyer's inspection does not replace an independent Pre-Purchase Inspection (PPI). If you feel the vehicle needs further evaluation, consider having a qualified independent mechanic perform a PPI.

Use the Core Buyer Packet to compare finalists, document the deal, arrange for an independent PPI (if desired), and review final paperwork.