

CAR MAINTENANCE CHECKLISTS



VISUAL VEHICLE INSPECTION REPORT

General Information

Inspector's Name:

Date of Inspection:

Vehicle Make:

Vehicle Model:

Vehicle Year:

VIN:
(Vehicle Identification Number)

Odometer Reading:

Exterior Inspection

Body and Frame

- No dents or scratches
- Paint in good condition
- No signs of rust or corrosion
- Frame appears straight and undamaged

Lights

- Headlights functioning and properly aligned
- Brake lights operational
- Turn signals working
- Hazard lights functional

Windows and Mirrors

- Windshield free of cracks and chips
- Side and rear windows intact
- Mirrors properly adjusted and free of damage

Tires and Wheels

- Adequate tire tread
- No sidewall damage
- Wheels aligned
- Lug nuts securely fastened

Under the Hood

- No visible leaks (oil, coolant, etc.)
- Belts and hoses in good condition
- Battery terminals free of corrosion

Interior Inspection

Dashboard and Controls

- All gauges functional
- No warning lights on
- Air conditioning and heating operational

Audio and Entertainment

- Radio operational
- Speakers in good condition
- (If applicable) GPS system functional

Seats and Upholstery

- No tears or excessive wear
- Seat belts functional
- Seats adjust properly

Additional Features

- Sunroof/Moonroof operational (if applicable)
- Power windows and locks functional
- Backup camera operational (if applicable)

Road Test

(Optional but Recommended)

- No unusual noises
- Smooth acceleration and braking
- Proper alignment
- Transmission shifts smoothly

Additional Notes:

Inspector's Signature: _____

USED VEHICLE INSPECTION SHEET

Purchasing a used vehicle can be a smart financial decision, but it also comes with risks. This Used Vehicle Inspection Sheet is designed to minimize those risks by providing a thorough framework for evaluating the vehicle's condition. Whether you're a first-time buyer or an experienced motorist, this checklist will serve as an invaluable tool for making an informed purchase.

General Information	
Inspector's Name:	
Date of Inspection:	
Vehicle Make:	
Vehicle Model:	Vehicle Year:
VIN: (Vehicle Identification Number)	Odometer Reading:
Seller's Name:	Seller's Contact Information:

Documentation

- Vehicle title present and clean (no liens)
- Maintenance records available
- Vehicle history report (e.g., Carfax)
- Emissions certification
- Warranty information (if applicable)

Exterior Inspection

Body and Frame

- No dents or scratches
- Paint in good condition
- Frame appears straight (check for signs of welding or repair)
- No signs of flood or fire damage

Lights and Signals

- Headlights (high and low beam) functional
- Brake lights and turn signals operational
- Fog lights functional (if applicable)
- License plate light working

Windows and Mirrors

- Windshield free of cracks and chips
- All windows functioning (roll up and down)
- Side and rearview mirrors intact and adjustable

Under the Hood

- No visible leaks (oil, coolant, brake fluid)
- Belts and hoses not cracked or frayed
- Battery terminals clean, no corrosion

Tires and Wheels

- Adequate tire tread (use a tread depth gauge)
- No sidewall damage or rot
- All wheels in good condition (no bends or cracks)
- Spare tire, jack, and lug wrench present and in good condition
- Air filter clean
- Fluid levels adequate (oil, coolant, brake fluid, windshield washer)

Interior Inspection

Dashboard and Controls

- All dashboard lights functional
- No warning lights illuminated
- Steering wheel alignment centered
- Horn functional
- Wipers and washer fluid functional

Audio and Entertainment

- Radio and speakers operational
- CD/DVD player functional (if applicable)
- Bluetooth connectivity functional (if applicable)

Additional Features

- Sunroof/Moonroof operational (if applicable)
- Power windows and locks functional

Seats and Upholstery

- Seats free of tears and excessive wear
- Seat adjustments operational (manual and power)
- Seat belts intact and functional
- Child safety locks functional (if applicable)

Climate Control

- Air conditioning blows cold
- Heater blows hot
- All vent settings functional
- Backup camera and sensors operational (if applicable)

Mechanical Inspection

Engine

- No strange noises (knocking, hissing)
- No smoke during startup or operation
- Engine mounts secure

Transmission

- Shifts smoothly (automatic and manual)
- No slipping or hesitation
- Transmission fluid clean (not burnt or dirty)

Brakes

- No squeaking or grinding noises
- Car stops in a straight line
- Brake pads and rotors in good condition

Suspension and Steering

- No excessive bouncing or pulling to one side
- Power steering fluid clean
- No play in the steering wheel

Road Test

- Accelerates smoothly
- Maintains highway speeds without straining
- No vibrations or shaking at high speeds
- Cornering stable, no body roll

Additional Notes:

Inspector's Signature: _____

ROAD TEST CHECKLIST

A road test is more than just a drive around the block. It's a critical evaluation of a vehicle's performance, handling, and safety features. This Road Test Checklist is designed to provide a structured approach to your test drive, helping you identify any potential issues that could impact your decision to purchase, sell, or repair a vehicle.

General Information	
Driver's Name:	
Date of Test:	
Vehicle Make:	
Vehicle Model:	Vehicle Year:
VIN: (Vehicle Identification Number)	Odometer Reading:
Weather Conditions:	Road Conditions:

Pre-Drive Inspection

- Check for visible leaks under the vehicle
- Verify tire pressure and condition
- Confirm brake and signal lights are operational
- Adjust mirrors for optimal field of view
- Fasten seatbelt and ensure all passengers do the same

Engine and Acceleration

- Engine starts smoothly without hesitation
- No knocking or strange noises during idle or acceleration
- Acceleration is smooth and responsive
- No hesitations or stalling

Transmission and Shifting

- Automatic transmission shifts smoothly
- Manual transmission engages gears without grinding
- No slipping or delayed shifts
- Overdrive functions properly (if applicable)

Braking

- Brakes engage smoothly without squeaking or grinding
- Vehicle stops in a straight line
- No vibrations or pulsations when braking
- Parking brake holds and releases properly

Steering and Handling

- Steering wheel aligns with vehicle's direction
- No excessive play or stiffness in the steering wheel
- Vehicle corners smoothly without body roll
- No strange noises when turning

Ride Comfort and Noise Level

- Suspension absorbs bumps adequately
- No excessive road noise
- No wind noise at high speeds
- Vehicle interior free of rattles or squeaks

Electronics and Controls

- Dashboard gauges and warning lights function correctly
- Air conditioning and heating systems operational
- Audio system functions properly
- GPS and other infotainment systems operational (if applicable)

Special Features (if applicable)

- Cruise control maintains steady speed
- Lane departure warning and other safety features operational
- Sunroof/Moonroof functions properly
- Backup camera and sensors operational

Post-Drive Inspection

- Check for any new leaks under the vehicle
- Verify no unusual smells (burning oil, coolant, etc.)
- Confirm no warning lights have illuminated during the test

Additional Notes:

Inspector's Signature: _____

CAR RENTAL CHECKLIST

Welcome to your car rental experience! We want to make sure everything goes smoothly for you. This checklist is here to help us both confirm the condition of the car you're renting. It's a quick and easy way to make sure there are no surprises for either of us.

General Information	
Renter's Name:	
Rental Company:	
Date of Rental:	Date of Return:
Vehicle Make:	Vehicle Model:
Vehicle Year:	VIN: (Vehicle Identification Number)
Odometer Reading at Pick-Up:	Odometer Reading at Return:
Rental Agreement Number:	

Exterior Inspection

Body and Frame

- No dents or scratches
- Paint in good condition
- No signs of rust or corrosion

Lights

- Headlights functioning and properly aligned
- Brake lights operational
- Turn signals working
- Hazard lights functional

Windows and Mirrors

- Windshield free of cracks and chips
- Side and rear windows intact
- Mirrors properly adjusted and free of damage

Tires and Wheels

- Adequate tire tread
- No sidewall damage
- Wheels aligned
- Lug nuts securely fastened

Interior Inspection

Dashboard and Controls

- All gauges functional
- No warning lights on
- Air conditioning and heating operational

Audio and Entertainment

- Radio operational
- Speakers in good condition
- (If applicable) GPS system functional

Seats and Upholstery

- No tears or excessive wear
- Seat belts functional
- Seats adjust properly

Additional Features

- Sunroof/Moonroof operational (if applicable)
- Power windows and locks functional
- Backup camera operational (if applicable)

Accessories and Equipment

- Owner's manual present
- Spare tire, jack, and lug wrench in trunk
- First aid kit present (if provided)
- All keys and remote controls provided

Fuel Level

Noted at time of pick-up:

Noted at time of return:

Additional Notes

- Any pre-existing damage photographed and documented
- Renter and rental company representative have reviewed and agree on the vehicle's condition

Renter's Signature: _____

Rental Company
Representative's Signature: _____

MECHANIC FORM

Keeping track of car repairs is important for both the shop and the customer. This form helps us do just that. It lists all the work done, so everyone is clear on what was fixed or checked.

General Information	
Mechanic's Name:	
Date of Service:	
Customer's Name:	
Customer's Contact Information:	Vehicle Make:
Vehicle Model:	Vehicle Year:
Odometer Reading at Pick-Up:	VIN: (Vehicle Identification Number)
Invoice Number:	

Service Details

Engine and Transmission

- Oil Change
(Type and Brand of Oil: _____)
- Transmission Fluid Change
- Spark Plugs Replaced
- Timing Belt/Chain Replaced
- Air Filter Replaced

Brakes and Suspension

- Brake Pads Replaced
- Brake Fluid Change
- Rotors Resurfaced/Replaced
- Suspension Components Checked/Replaced

Electrical Systems

- Battery Tested/Replaced
- Lights and Signals Checked/Replaced
- Alternator Checked/Replaced
- Wiring Inspected/Repaired

Tires and Wheels

- Tires Rotated/Balanced
- New Tires Installed
(Brand and Type: _____)
- Wheel Alignment Performed
- Lug Nuts Torqued to Specs

Cooling and Heating Systems

- Coolant Flush
- Thermostat Checked/Replaced
- A/C Serviced
- Heater Core Flushed/Replaced

Interior and Exterior

- Windshield Wipers Replaced
- Cabin Air Filter Replaced
- Body Work Performed
(Specify: _____)
- Interior Cleaning (if applicable)

Additional Services

- Diagnostic Tests Run
(Specify: _____)
- Software Updates Performed
- Safety Inspection Completed
- Emissions Test Conducted

Parts and Labor

Total Cost of Parts: \$ _____

Total Labor Hours: _____

Labor Rate per Hour: \$ _____

Total Labor Cost: \$ _____

Overall Total Cost: \$ _____

Additional Notes

- All replaced parts are available for customer review
- Customer has been informed of future maintenance needs
- Warranty information provided for parts and labor (if applicable)

Mechanic's Signature: _____

Customer's Signature: _____

INSPECTION ESTIMATE

Understanding the potential costs involved in vehicle repair is crucial for both the repair shop and the customer. This Inspection Estimate form aims to provide a transparent and detailed outline of the anticipated repair costs based on an initial inspection. It serves as a mutual agreement that sets clear expectations before any work begins, ensuring a smooth and satisfactory service experience for all parties involved.

General Information	
Shop's Name:	
Mechanic's Name:	
Date of Estimate:	
Customer's Name:	Customer's Contact Information:
Vehicle Make:	Vehicle Model:
Vehicle Year:	VIN: (Vehicle Identification Number)
Odometer Reading:	Estimate Number:

Initial Inspection Results

Engine Condition:

- Good
- Requires Attention
(Specify: _____)

Transmission Condition:

- Good
- Requires Attention
(Specify: _____)

Brake System:

- Good
- Requires Attention
(Specify: _____)

Electrical Systems:

- Good
- Requires Attention
(Specify: _____)

Tires and Wheels:

- Good
- Requires Attention
(Specify: _____)

Cooling and Heating Systems:

- Good
- Requires Attention
(Specify: _____)

Additional Notes:

Initial Inspection Results

Parts

Item 1:		Cost:	\$
Item 2:		Cost:	\$
Item 3:		Cost:	\$
Total Cost of Parts:			\$

Labor

Total Labor Hours:	
Labor Rate per Hour:	\$
Total Labor Cost:	\$

Additional Costs

Diagnostic Fee:	\$
Taxes:	\$
Other:	\$

Overall Total Estimate: \$

Additional Notes

- Customer has been informed that this is an estimate and final costs may vary.
- Warranty information provided for parts and labor (if applicable).

Mechanic's Signature: _____

Customer's Signature: _____

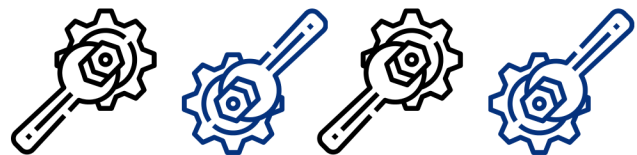
VEHICLE HEALTH CHECKLIST

Understanding the potential costs involved in vehicle repair is crucial for both the repair shop and the customer. This Inspection Estimate form aims to provide a transparent and detailed outline of the anticipated repair costs based on an initial inspection. It serves as a mutual agreement that sets clear expectations before any work begins, ensuring a smooth and satisfactory service experience for all parties involved.

General Information	
Inspector's Name:	
Date of Inspection:	
Vehicle Make:	
Vehicle Model:	Vehicle Year:
VIN: (Vehicle Identification Number)	Odometer Reading:
Type of Inspection (Routine, Pre-Purchase, Diagnostic):	

Documentation
<input type="checkbox"/> Vehicle title present and clean (no liens)
<input type="checkbox"/> Maintenance records available
<input type="checkbox"/> Vehicle history report (e.g., Carfax)
<input type="checkbox"/> Emissions certification
<input type="checkbox"/> Warranty information (if applicable)

Engine and Mechanical Systems
<input type="checkbox"/> Engine oil level and condition
<input type="checkbox"/> Transmission fluid level and condition
<input type="checkbox"/> Brake fluid level



<input type="checkbox"/> Power steering fluid level
<input type="checkbox"/> Coolant level
<input type="checkbox"/> Fuel filter condition
<input type="checkbox"/> Air filter condition
<input type="checkbox"/> Serpentine belt condition
<input type="checkbox"/> Timing belt/chain condition
<input type="checkbox"/> Battery health and terminal condition
<input type="checkbox"/> Radiator and hoses
<input type="checkbox"/> Fuel lines and connections
<input type="checkbox"/> Exhaust system integrity

Electrical Systems

- Headlights (High and Low Beam)
- Tail lights
- Brake lights
- Turn signals
- Reverse lights
- Interior lights
- Dashboard lights and indicators
- Battery voltage
- Alternator output
- Starter performance
- Electrical fuses
- Wiring integrity

Brakes and Suspension

- Brake pads thickness
- Brake disc/rotor condition
- Brake lines and hoses
- Brake fluid quality
- Shock absorbers
- Struts
- Springs
- Bushings
- Control arms
- Wheel bearings

Tires and Wheels

- Tire tread depth
- Tire pressure
- Tire sidewall condition
- Wheel alignment
- Lug nuts torque
- Spare tire condition and pressure
- Wheel condition (no cracks or bends)

Interior and Comfort Features

- Seat condition (rips, wear)
- Seatbelt functionality
- Air conditioning efficiency
- Heater efficiency
- Window operation (manual or electric)
- Sunroof/Moonroof operation (if applicable)
- Dashboard and control panel
- Audio system functionality
- GPS and infotainment system (if applicable)

Tires and Wheels

- Airbags (no warning lights)
- Child safety locks
- Parking brake
- Safety warning features (lane departure, blind-spot monitoring, etc.)
- Windshield wipers and fluid
- Horn functionality

Road Test

Engine noise and vibration

Brake effectiveness

Transmission shifting

Suspension noise and comfort

Steering alignment and responsiveness

Vehicle handling and cornering

Additional Notes:

Inspector's Signature: _____