



# Pre-Sale Checklist

**Business Details:**

<b>Vehicle Reg:</b>		<b>Make:</b>		<b>Model:</b>		<b>Mileage:</b>	
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Vehicle Checklist item	Ok	Advisory	Action
<b>Body exterior</b>			
Panel condition/alignment			
Paintwork			
Exterior trim			
Glass/mirrors			
Bumpers/number plates			
Door locks/operation			
Fuel filler cover/petrol cap			
Soft top-/tonneau condition			
Body damage			
Past repair evident			
Corrosion			
Mud flaps			
<b>Engine compartment</b>			
Coolant level / condition / antifreeze strength			
Radiator, cap & hoses (head gasket)			
Power steering fluid level / condition			
Battery level and condition			
Engine oil level and condition			
Brake fluid, level, condition, boil point			
Drive belts			
Clutch fluid level			
Water pump			
Fuel pump/pipes			
Excess fumes/smoke			
Fluid leaks – engine / underside / fuel			

Vehicle Checklist item	Ok	Advisory	Action
<b>Electrical controls</b>			
Lighting – all including reverse			
Electric windows/sunroof/convertible roof			
Wipers/washers			
Headlamp wash/wipe			
Heating/air conditioning – operation			
Entertainment incl. sat nav and accessories			
Electric seats			
Electric mirrors			
Malfunction indicator lamps			
Controls/switches/instruments/horn			
<b>Interior/luggage compartment</b>			
Steering wheel alignment/adjustment			
Seat upholstery/adjustment/belts			
Mirrors – internal			
Carpets			
Door trims panels			
Illumination lights			
Headlining/visors			
Dash panel (condition)			
Tool kit			
Rear parcel shelf			
Boot/tailgate lock			
Door fittings/operations/seals/hinges/trim			
Cigarette lighter			

Vehicle Checklist item	Ok	Advisory	Action
<b>Front suspension and steering</b>			
Steering components – condition			
Suspension (front) – condition & drive shafts			
Suspension (rear) – condition & drive shafts			
Wheels hubs/bearings			
Pipes/hoses/gaiters			
Corrosion protection			
Corrosion - floor/chassis			
Tie bars/anti-roll bars			
<b>Clutch/transmission – manual</b>			
Cables/adjustments/fluid/oil leaks			
Casings/mountings/gaiters			
Linkages/(wear)universal/sliding joints			
Prop shaft/drive shaft			
Bearings/supports			
Four-wheel drive transmission			
Hydraulic system			
<b>Wheels and tyres</b>			
OSF tyre conditions mm / size / pressure			
OSR tyre conditions mm / size / pressure			
NSR tyre conditions mm / size / pressure			
Spare tyre conditions mm / size / pressure			
Wheel condition OSF/OSR/NSR/NSF/Spare			
<b>Brakes</b>			
Master cylinder security			
Servo/power system			
Flexible hoses/pipes/connections/fluid leaks			
Pipes/connections/fluid leaks			
Discs/pads (if visible)			
H/brake/operation adjustment/linkage			
Pedal/linkage			

Vehicle Checklist item	Ok	Advisory	Action
<b>Exhaust system</b>			
Manifold/pipes			
Heat shields/mountings			
Joints/couplings			
Silencer(s) catalyst			
<b>Fuel system</b>			
Tank/fixtures/evidence of leaks			
Fuel lines			
Breather pipes			
<b>Road test</b>			
Engine – performance/noise			
Excess smoke			
Overheating evidence			
Gearbox operation/noise level			
Auto changes/kick down			
Final drive operation/noise level			
Clutch operation			
4WD operation			
Cooling fan operation			
Instrument/controls function			
Steering wheel alignment			
Steering effort/general steering/handling			
Footbrake operation			
Hand/parking brake operation			
Suspension noise			
Road holding/stability			
Hot restarting			
Warning lights			
Cruise control			
<b>Office checks</b>			
Service history checks			
Provenance check			
Mileage validation checks (km/miles)			
Previous keeper / seller checks			
Cam belt history / due			
DVSA or Motor Ombudsman safety recalls check			

<b>Inspected by:</b>		<b>Inspector's signature:</b>		<b>Customer's signature:</b>		<b>Date:</b>	
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This Pre-Sale Checklist is a minimum standards checklist provided by The Motor Ombudsman as guidance to its accredited businesses in line with section 2.9 of The Motor Industry Code of Practice for Vehicle Sales. The accredited business, not The Motor Ombudsman, is fully responsible and liable for any issues that arise with this checklist including, but not limited to, any amendments or exclusions that the accredited business might make to the document. Please refer to section 2.9 of The Motor Industry Code of Practice for Vehicle Sales for further information on the accredited business' obligations.