# USED VEHICLE INSPECTION SHEET

**Division of Vocational Rehabilitation**

*(This form must be completed by an Automotive Service Association (ASA) or Automotive Service Excellence (ASE) Certified Mechanic. The purpose of this form is to establish the condition of the vehicle before modifying it.)*

<table>
<thead>
<tr>
<th>VR Customer’s Name</th>
<th>VIN#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector’s Name</td>
<td>Year:</td>
</tr>
<tr>
<td>Inspector’s Phone #</td>
<td>Make/Model:</td>
</tr>
<tr>
<td>Mileage:</td>
<td></td>
</tr>
</tbody>
</table>

## 1. BODY & FRAME *(If there are any problems, please explain in Remarks Section)*

- Paint condition
- Dents or Dings
- Rust problems
- Appear to have been in an accident
- Damage to the Frame
- Damage to windshield, windows, or mirrors

## 2. FLUID LEVELS *(If there are any problems, please explain in Remarks Section)*

- Any fluid leaks
- Date of last oil change (If known)
- Engine Oil
- Transmission Fluid
- Differential
- Coolant
- Brake Fluid
- Power Steering Fluid

## 3. SUSPENSION / ALIGNMENT / TIRES / STEERING *(If there are problems, please explain in Remarks Section)*

- Condition of Tires / Tread wear
- Condition of Valve Stems
- Caster, Camber, & Toe-in of wheels within Manufacturer’s Specifications
- Any problems with suspension
- Any problems with alignment
- U-Joints
- CV Boots/Joints
- Shocks/Struts
- Ball Joints - any wear
- Bushings
- Link Pins
- Rack & Pinion
- Idler/Pitman Arm
- Center Link

## 4. ENGINE PERFORMANCE *(If there are any problems, please explain in Remarks Section)*

- Exhaust System Complete/Functioning
- Emissions Control Intact/Functioning
- Do all belts and hoses appear intact
- Condition of spark plugs? Any oil?
5. ENGINE PERFORMANCE *(If there are any problems, please explain in Remarks Section)* CONTINUED:

Compression (lbs./sq. inch) for each cylinder:  

<table>
<thead>
<tr>
<th>Cylinder</th>
<th>Compression</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
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<tr>
<td>(2)</td>
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<tr>
<td>(3)</td>
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<td>(7)</td>
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<td>(8)</td>
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</tr>
</tbody>
</table>

*(Compression should be 80% or more. Difference between any 2 cylinders should be no more than 12-14 lbs.)*

5. BRAKE SYSTEMS *(If there are any problems, please explain in Remarks Section)*

- Do the brakes grab, lock-up, or make noise
- Does car shudder when braking (rotors)
- Are brake linings within recommended thickness
- Condition of brake pads
- Any problems with hydraulic systems?
- Does parking brake work correctly?
- Is brake pedal pressure okay? Any sponginess?
- Master cylinder
- Drums and discs
- Wheel cylinders - drum brakes
- Calipers - disc brake assembly

6. OPERATIONAL ACCESSORIES *(If there are any problems, please explain in Remarks Section)*

- Instruments/Gauges:
  - LIGHTS:  
    - Interior lights:
    - Headlights:
    - Tail lights:
    - Turn signals:
    - Back-up lights:
    - Brake lights:
    - Emergency/Hazard lights:
    - System failure warning lights:
- Air Conditioning System:
- Heating system:
- Condition of battery
- Door locks/ Door windows all operational
- Do all power options work
- Any delay between engine speed & speed of vehicle
- Automatic Transmission shifting properly

Overall condition (visible/non-visible) of vehicle (circle one):  

<table>
<thead>
<tr>
<th>Condition</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

TOTAL ESTIMATE TO REPAIR ALL PROBLEMS NOTED: $  

Depending on the nature of the modifications necessary and the condition of the vehicle, the RETC will inform the counselor if the vehicle is suitable for modifications.

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