

### New car delivery checklist

What to look for	Yes	No	Not applicable
<b>Inspect the vehicle</b>			
<ul style="list-style-type: none"> <li>Examine the exterior for scratches, scrapes, dings, and dents. Note any disfigurements carefully, and have the dealer repair them before you take possession; or get a written commitment, signed by an authorized manager, describing the work to be done and a date when it will be completed.</li> </ul>			
<ul style="list-style-type: none"> <li>Confirm that the vehicle is clean inside and out.</li> </ul>			
<ul style="list-style-type: none"> <li>Check to see that a proper <b>state inspection sticker</b> is affixed to the windshield.</li> </ul>			
<ul style="list-style-type: none"> <li>Make sure that <b>headlights, tail lights, parking lights, and turn signals</b> function properly.</li> </ul>			
<ul style="list-style-type: none"> <li><b>Alarm system</b> works properly and can be armed and disarmed easily.</li> </ul>			
<ul style="list-style-type: none"> <li>The <b>gas tank</b> should be full.</li> </ul>			



<ul style="list-style-type: none"> <li>• The <b>odometer</b> should register no more than a few nominal miles of use. If there are more than 100 miles showing, it is likely that the car was used as a demonstrator or by dealership personnel or family members for occasional errands. If that is the case, the price should be reduced to reflect the car's used status.</li> </ul>			
<ul style="list-style-type: none"> <li>• Owner's manual is in glove compartment.</li> </ul>			
<b>Take a test drive</b>			
<ul style="list-style-type: none"> <li>• <b>Power accessories</b> should function flawlessly             <ul style="list-style-type: none"> <li>○ Windows</li> <li>○ Locks</li> <li>○ Seat positioning</li> <li>○ Radio/CD/tape/DVD player</li> <li>○ Antenna</li> <li>○ Side-view mirrors</li> <li>○ Heat/air-conditioner fan motor and settings</li> <li>○ Sunroof/moonroof</li> <li>○ Other: _____</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>• <b>Steering</b> should be fluid, quiet, and responsive.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Transmission</b> should shift smoothly at appropriate RPMs.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Ride</b> should be quiet, smooth, and free of rattles, whines, or excessive engine noise.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Braking</b> should be responsive and firm at all speeds. Try slamming on the brakes to test the anti-locking feature.</li> </ul>			
<b>Check the paperwork</b>			
<ul style="list-style-type: none"> <li>• Read every clause of the contract and question anything you don't understand.</li> </ul>			
<ul style="list-style-type: none"> <li>• The Vehicle Identification Number (VIN) on the car should match VIN appearing on the:               <ul style="list-style-type: none"> <li>◦ bill of sale,</li> <li>◦ registration certificate/owner's card</li> <li>◦ financing or lease agreement.</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Confirm that the engine size and transmission type are as ordered and that this information is correctly entered on the contract.</li> </ul>			



- Lease document should correctly state the:

- Capitalized cost (purchase price)
- Trade-in allowance for your old car
- Residual value at end of lease term
- Capitalized cost reduction
- Acquisition cost
- Initial payment
- Money factor
- Term of the lease (in months)
- Monthly payment

*There should be no blank spaces*

- **Payment book** with monthly coupons for loan reimbursement should accurately reflect the number of payments due.

- **State registration** should have your full name, correct address, and proper identification of the vehicle.

- **Warranty certificate** is included, all terms are clear, and is properly dated for the day you take delivery.