

INITIAL QUESTIONS TO ASK YOURSELF:

- Why am I buying this car?
- What do I intend to do with it?
- Will it be my commute vehicle?
- What service and support is locally available?
- Will I be driving it year-round or summer only?
- Do I want to work on the car more than driving it?
- Am I willing to pay a premium because someone else has already done most of the serious work on the vehicle?
- What is the most I'm willing to pay for this car?
- What is the least that the car can be had for?

FIRST PHONE CONTACT:

Name: _____

Address: _____

Phone: (c) _____

Date/Time: _____

1. Can you describe the car and its condition?
2. Does it run well?
3. How is the:
 - Body?
 - Any Rust?
 - Paint?
 - Interior?
 - Tires?
 - Engine?
 - Brakes?
 - Shocks?
4. Does it have Overdrive? Does it work?
5. What special features or options does it have?
6. Why are you selling it?
7. How long have you owned it? ...had it for sale?
8. Is it currently registered and licensed?
9. Where is the car located?
10. How many miles does it have on it?
11. What problems have you had with the car?
12. Has it ever been hit or been in an accident?
13. What work does it need done on it now?
14. How much are you asking for it? Or what's the least you're willing to take for it?

Initial First Hand Inspection

TOOLS TO BRING FOR INSPECTION:

Essentials: A cynical, mechanically-minded friend, Your standard tool set (Voltmeter, Compression Gauge, Tire gauge, Flashlight, Magnet, the 2 different spark plug sockets, spray lube, clean rags) Clipboard, pen and hi-liter to use with a photocopy of this list, some cash, drivers license and copy of your insurance showing you are covered driving the sellers car.

Optional: tow rope, starting fluid, jumper cables, timing light, ramps, jack (floor or scissors), mirror, coveralls, rags, gas can, oil, duct tape, wire, repair manuals, misc.fuses, calculator

OWNERSHIP VERIFICATION:(Do all of the following agree and seem right?)

Name on title: _____

Name on registration: _____

Model/Year on title: _____

VIN on title: _____

VIN on registration: _____

VIN on dash: _____

VIN on door: _____

Mileage on title: _____

Mileage on odometer: _____

Price on title: _____

Asking price: _____

Blue Book price: _____

Title ready for transfer? Any liens?

Do the body numbers match those on the title?

Title in the seller's name?

Do body numbers match registration?

Current registration? Current Plates?

EXTERIOR WALK-AROUND:

OK Not-OK

- ___ ___ Check door edges and underside for rust/tears
- ___ ___ Check doors/hinges for stress/tears
- ___ ___ Doors/hoods open/close freely? Rubs?
- ___ ___ Is anything obviously broken?
- ___ ___ Are grill/lights cracked, dented or broken?
- ___ ___ Car sits level? (view from all sides)
- ___ ___ Are bumpers dinged? Rusty? Loose? Level?
- ___ ___ Paint OK? Panels same shade? Cracks?
- ___ ___ Any of the trim or hubcaps rusty or missing?
- ___ ___ New paint? Why? Any body ripples?
- ___ ___ Find bottom of trunk/side wells. Rust? Holes?
- ___ ___ Rust/repair on body? Fenders? Sills?
- ___ ___ Raise/lower the top. Condition? Does it leak?
- ___ ___ Any Bondo? Fiberglas? (magnet) Why?
- ___ ___ Rubber parts and seals condition? Cracked?
- ___ ___ Any fender dings or misalignment? Why?
- ___ ___ Gas tank & fill hose OK? Rusty? Patched?
- ___ ___ Door/hood dings? Misalignment? Why?
- ___ ___ Jack OK? Spare tire good? Jack points look good?
- ___ ___ Tires: Tread? Bulges? Cracks? All the same model/brand?
- ___ ___ Rims: Bent? Rusted? Cracks? All the same?

UNDERSIDE:

OK Not-OK

- ___ ___ Anything dented? Bent? Welded? Why?
- ___ ___ Any underbody/floor pan/trunk rust?
- ___ ___ Any rocker panel or wheel well rust?
- ___ ___ Are main frame members rusted? Dogs?
- ___ ___ Disks grooved? Brake pads? Any leaks?
- ___ ___ Turn, push/pull driveshaft by hand
- ___ ___ Any movement or slop? U-joints OK?
- ___ ___ Constant velocity joints and boots OK?
- ___ ___ Camber? Caster? Is tire wear even?
- ___ ___ Suspension loose? Pull on the side/top of the wheels
- ___ ___ All shocks & struts damp OK? Any leaks?
- ___ ___ Exhaust pipe/cats/muffler solid & original?
- ___ ___ Tail pipe: Grey=OK, sooty/oily/greasy=Not-OK
- ___ ___ Anything hanging down, taped or wired up?
- ___ ___ Any non-stock suspension mods?

UNDER HOOD:

OK Not-OK

- ___ ___ Anything broken? Patched? Leaking?
- ___ ___ Is engine clean? Any rust? Stock?
- ___ ___ Has it overheated? Paint blistered?
- ___ ___ Check fluid levels. Look for leaks
- ___ ___ Check fluid condition with flashlight
- ___ ___ Any play in main crankshaft pulley?!\$
- ___ ___ Any play in any of the other pulleys?
- ___ ___ V-Belts cracked? frayed? missing?
- ___ ___ Radiator corroded? Hoses cracked?
- ___ ___ Check coolant; run finger inside radiator neck to check
- ___ ___ Heater hoses stiff? Cracked? Patched?
- ___ ___ Vacuum hoses stiff? Patched? Capped? Missing?
- ___ ___ Distributor, cap, rotor, and points OK?
- ___ ___ Wiring harness appearance? Any new electrical tape?
- ___ ___ Open fuse box. Any missing? Any wiring hacks?
- ___ ___ Any non-stock engine modifications?
- ___ ___ System polarity: + or - ground?
- ___ ___ System voltage: _____ volts
- ___ ___ Battery age/voltage _____/_____ volts

INTERIOR/ELECTRICAL:

OK Not-OK

- ___ ___ Is anything broken? Torn? Patched?
- ___ ___ Carpets OK? Underlayment condition?
- ___ ___ Rust, rot or water under the carpets?
- ___ ___ Any wiring hacks under the dash?
- ___ ___ Seats dirty or torn? Look under cover
- ___ ___ Do both seats adjust? Seat heaters?
- ___ ___ Dash cracked? Headliner torn/dirty?
- ___ ___ Windshield cracked? Chips? Scratched?
- ___ ___ Windows all open & close? Any cracks?
- ___ ___ Mirrors all present and adjustable?
- ___ ___ Steering play? Does the shaft move at all? Why?
- ___ ___ Brake pedal feels right? Smooth? Firm?
- ___ ___ Clutch pedal feels right? Smooth?
- ___ ___ All gauges/controls work? Stereo? Tape?
- ___ ___ Headlights high/low work? Lenses OK?
- ___ ___ Tail and side lights all work? Lenses OK?
- ___ ___ Brake lights all work? Any broken lenses?
- ___ ___ Turn signals all work? Any broken lenses?
- ___ ___ Windshield wipers & washer work?
- ___ ___ Heater, defroster, AC, and fans work?
- ___ ___ Safety equipment (seat belts, horn work?)

THE TEST DRIVE

IGNITION ON, BUT DON'T START ENGINE:

OK Not-OK

- ___ ___ Temp light should come on! Connected?
- ___ ___ Oil warning light should come on! Connected?
- ___ ___ Charge warning light should come on!

START THE ENGINE YOURSELF:

OK Not-OK

- ___ ___ Temp warning light goes out?
- ___ ___ Oil warning light goes out?
- ___ ___ Charge warning light goes out?
- ___ ___ Do all idiot lights go on/out right?
- ___ ___ Are all the instruments working?
- ___ ___ Does it start easily when cold?
- ___ ___ Does it run smoothly when cold?
- ___ ___ Depress clutch several times. Noises?
- ___ ___ Oil Pressure: idle _____ 4000 RPM _____
- ___ ___ Volts/Amps: idle _____ 4000 RPM _____
- ___ ___ Any odd engine noises when cold?
- ___ ___ Exhaust condition/noises? Pressure even?
- ___ ___ Cap pipe with clipboard. Any exhaust leaks?
- ___ ___ Any deposits on clipboard? Does it smoke?
- ___ ___ Turn car off. Does it restart? Restart again.
- ___ ___ Now pull forward. Check for leaks on the ground.
- ___ ___ Do you have any gas? Does gauge really work?

A general guide to reading exhaust smoke:

Black smoke = unburned fuel- Valves bad or out of adjustment?
Carb out of adjustment?

Blue smoke = burning oil-Accelerating: Piston rings bad? Decelerating:
Valve seats/guides bad?

White smoke = burning coolant!- Bad head gasket? Warped or cracked Head
or Block?\$\$

TEST DRIVE (Allow 30-40 minutes)

OK Not-OK

- ___ ___ Test the foot and hand brakes first!
- ___ ___ Relax, drive a bit to get used to it.
- ___ ___ How does car ride? Soft or hard?
- ___ ___ Revs smoothly to red line? flatspots?
- ___ ___ Any unusual engine noises/vibrations?
- ___ ___ Any drive train noises or vibrations?
- ___ ___ Any noticeable slop in drive train?

- ___ ___ Reverse works? Rev. lights go on/off?
- ___ ___ Trans shifts smoothly to all gears?
- ___ ___ Overdrive engages/disengages properly
- ___ ___ Turbo engages/disengages properly?
- ___ ___ Any clunks, whines, rumbles, rattles?
- ___ ___ Clutch smooth? Slippage on hill test?
- ___ ___ Hand brake works? Test against the engine
- ___ ___ Is the low engine speed operation OK?
- ___ ___ Brakes strongly to stop from 50mph?
- ___ ___ Do brakes still work? Stops straight?
- ___ ___ Make 2 tight 360' turns each way. Any noises?
- ___ ___ Accelerates smoothly from dead stop?
- ___ ___ Are there any hesitations/flat spots?
- ___ ___ Does the power seem right? Hill test.
- ___ ___ Is it running too hot or cold? Why?
- ___ ___ Drive beside a long wall. Any unusual sounds?
- ___ ___ Is it too noisy in general at highway speeds?
- ___ ___ Any noises or vibrations when accelerating?
- ___ ___ Any noises or vibrations when coasting?
- ___ ___ Any noises or vibrations when decelerating?
- ___ ___ Any noises or vibrations when braking?
- ___ ___ Steering action loose or tight? Parallel park.
- ___ ___ Handles OK on bumps, curves and sharp corners?
- ___ ___ Slams OK? Bad understeer, oversteer, lean?
- ___ ___ Tracks straight with hands off steering wheel?
- ___ ___ Brakes straight with hands off steering wheel?
- ___ ___ Brakes still work? Pulls? Pulse? Drag? Noises?
- ___ ___ Having fun yet? Comfortable? Does it fit?
- ___ ___ Do the heater, defroster and AC work right?
- ___ ___ Are all the instruments & lights still working?
- ___ ___ Now let it idle a while. Is temp stable/OK?
- ___ ___ Any exhaust, gas or coolant odors? Pull forward.
- ___ ___ Turn it off. Go back to check the ground for leaks.

Have a friend get out and watch the car driving:

OK Not-OK

- ___ ___ Tracks straight? (Frame bent?)
- ___ ___ Wheels wobble? Any noises?
- ___ ___ Leans? General impression?
- ___ ___ Open hood. See or hear anything unusual?
- ___ ___ Does engine seem too hot?
- ___ ___ Check oil cap and dipstick for signs of water.
(Oil off-color, brown/grey/white or bubbly)
- ___ ___ Compression test: (disconnect coil, remove ALL plugs)
- ___ ___ Does it restart when warm? Why not?

BILL OF SALE

Year, make, and model: _____

VIN: _____

Odometer reading: _____

Date and time of sale: _____

Seller hereby acknowledges receipt of \$_____ in the form of _____ for full and final payment for the above vehicle, which is sold "AS IS."

I, the seller, certify that I or we are the current owner of this vehicle, and have the authority to sell it. I hereby transfer full ownership of this vehicle described on this receipt to the buyer(s). I certify that the Title or ownership of this vehicle at the time of sale is subject to no outstanding taxes, fees, liens or encumbrances, other than those specified on the Title or listed below, if any, and none other, and that if there are, the seller will be held fully responsible for their payment.

Buyer(s) hereby acknowledges receipt of the following: the signed certificate of ownership transferring seller's full ownership of the vehicle and all of its contents to the buyer; various maintenance records; this signed bill of sale and the mileage disclosure statement; and all keys to the vehicle, as well as the delivery of the vehicle.

(seller 1's signature) (date)

(buyer 1's signature) (date)

(seller 2's signature) (date)

(buyer 1's signature) (date)

Seller: _____
address: _____
phone: _____

Buyer: _____
address: _____
phone: _____

ODOMETER STATEMENT

(Federal regulations require you to state the odometer mileage upon transfer of ownership. An inaccurate or untruthful statement may make you liable for damages to your transferee, for attorney fees, and for civil or criminal penalties, pursuant to Sections 409, 412, and 413 of the Motor Vehicle Information and Cost Savings Act of 1972 (Pub. L. 92-513, as amended by Pub. L. 94-364) and applicable state laws.)

I, the seller _____, state that the odometer mileage on the vehicle described below now reads _____ miles/kilometers.

Circle ONE only:

- (1) I hereby certify that, to the best of my knowledge, the odometer reading as stated above reflects the actual mileage of the vehicle described below.
- (2) I hereby certify that, to the best of my knowledge, the odometer reading as stated above reflects the amount of mileage in excess of designed mechanical odometer limit of 99,999 miles/kilometers of the vehicle described below.
- (3) I hereby certify that, to the best of my knowledge, the odometer reading as stated above is NOT the actual mileage of the vehicle described below and should not be relied upon.

Make	Model	Body Type
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Vehicle Identification No No.	Year	Dealer Stock
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Circle ONE only:

- (1) I hereby certify that the odometer of said vehicle was not altered, set back, or disconnected while in my possession, and I do not know of anyone doing so.
- (2) I hereby certify that the odometer was altered for repair or replacement purposes while in my possession, and that the mileage registered on the repaired or replacement odometer was identical to that before such service.
- (3) I hereby certify that the repaired or replacement odometer was incapable of registering the same mileage, as it was reset to zero, and that the mileage on the original odometer or the odometer before repair was _____ miles/kilometers.

(seller 1's signature) (date) (buyer 1's signature) (date)

(seller 2's signature) (date) (buyer 1's signature) (date)

Seller:
Phone:
Address:

Buyer:
phone:
address: