

----- First Phone Contact ----- [Tape Ad Here]-----

Name: Phone: (h)
 Address: (w)
 Date:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Can you describe the car and its condition? 2. Does it run well? 3. How is the: <ul style="list-style-type: none"> Body? Paint? Rust? Interior? Tires? Engine? Brakes? Shocks? | <ol style="list-style-type: none"> 4. Does it have Overdrive or Turbo? 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? (15K/yr) 11. What problems have you had with the car? 12. Has it ever been hit or in an accident? 13. What work does it need done on it now? 14. How much are you asking for it? |
|--|--|

Other Comments:

----- Suggestions: -----

A general guide to reading exhaust smoke:

- | | |
|---|---|
| <ul style="list-style-type: none"> Black smoke = unburned fuel Blue smoke = burning oil White smoke = burning coolant! | <ul style="list-style-type: none"> Valves bad or out of adjustment? Carbs maladjusted? Accel: Piston rings bad? Decel: Valve seats/guides bad? Bad head gasket? Warped or cracked Head or Block?\$\$ |
|---|---|

----- Tools To Bring: -----

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, clean cardboard

----- Additional Post-Checklist Questions -----

- | | |
|---|--|
| <ul style="list-style-type: none"> Original Owner? Names/nums of previous owners? What regular maintenance was done? Records? Who was your mechanic? name/address/phone? What gas mileage have you been getting? Oil change interval? Type of oil used? Are there any repair or gas mileage records? How old are the tires? Battery? Has it passed emissions recently? Where? Has any bodywork ever been done? Why? Receipts? Any mechanical work recently? Where? Receipts? What work remains to be done or corrected? Are there any missing parts? Do you have any extra parts or wheels for it? Other comments / directions: | <ul style="list-style-type: none"> What new/aftermarket parts are in the car? Receipts? Was it ever used for towing? Has it ever been crashed, burnt, stolen, hit or rolled? How is the car generally driven? On hwy or in town? Are the engine, trans, steering, differential original? (if not, why not? origin and receipts?) Do you have any books about the car or the engine? (repair books, owners manuals, history or general interest, parts catalogs, club newsletters) Any interesting history? Has it ever been raced? Are there any tools that come with the car? Do you know of any parts cars or good parts sources? |
|---|--|

----- 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:
Mileage on title:	Mileage on odometer:	VIN on door:

OK Not-OK

IS THE CAR READY TO SELL:

___ Do body numbers match those on title?
 ___ Do body numbers match registration?
 ___ Current registration? Current Plates?

OK Not-OK

___ Title ready for transfer? Any liens?
 ___ Title in sellers name?
 ___ Current Emissions certificate, < 30 days old?
 ___ Current Safety certificate if req'd, <30days?

EXTERIOR WALK-AROUND:

___ Is anything obviously broken?
 ___ Car sits level? (view from all sides)
 ___ Paint OK? Panels same shade? Cracks?
 ___ New paint? Why? Any body ripples?
 ___ Rust/repair on body? Fenders? Sills?
 ___ Any Bondo? Fiberglass? (magnet) Why?
 ___ Any fender dings or misalignment? Why?
 ___ Door/hood dings? Misalignment? Why?
 ___ Doors/hoods open/close freely? Rubs?
 ___ Check doors/hinges for stress/tears.

___ Check door edges and underside for rust/tears
 ___ Are grill/lights cracked, dented or broken?
 ___ Are bumpers dinged? Rusty? Loose? Level?
 ___ Any of the trim or hubcaps rusty or missing?
 ___ Find bottom of trunk/side wells. Rust? Holes?
 ___ Raise/lower the top. Condition? Does it leak?
 ___ Rubber parts and seals condition? Cracked?
 ___ Gas tank & fill hose OK? Rusty? Patched?
 ___ Jack OK? Spare tire good? Jack points good?
 ___ Tires: Tread? Bulges? Cracks? All the same?
 ___ Rims: Bent? Rusted? Cracks? All the same?

UNDERSIDE:

___ 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? Tire wear even?
 ___ Suspension loose? Pull on side/top of wheels.
 ___ All shocks & struts damp OK? Any leaks?
 ___ Exhaust pipe/cats/muffler solid & original?
 ___ Tail pipe: Grey=OK, sooty/oily/greasy=NotOK
 ___ Anything hanging down, taped or wired up?
 ___ Any non-stock suspension mods?

UNDER HOOD:

___ 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 for oil.

___ Heater hoses stiff? Cracked? Patched?
 ___ Vacuum hoses stiff? Patched? Capped? Msng?
 ___ Is emissions equip original & working?!
 ___ Are catalytic converters original & working? \$
 ___ Distributor, cap, rotor, and points OK?
 ___ Wiring harness appearance? Any elec. tape?
 ___ Open fuse box. Any missing? Wiring hacks?
 ___ Any non-stock engine modifications?
 ___ Remove grounding cable, check for shorts.
 ___ System polarity: + or - ground?
 ___ System voltage: _____ volts
 ___ Battery age/voltage _____/_____ volts

INTERIOR/ELECTRICAL:

___ 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 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?)

OK Not-OK

OK Not-OK

IGNITION ON, BUT DON'T START ENGINE:

_____ Oil warning light should come on! Connected?

_____ Charge warning light should come on!

START THE ENGINE YOURSELF:

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

TEST DRIVE (Allow 30-40 minutes)

- _____ Test the foot and hand brakes first? _____ Make 2 tight 360' turns each way. Any noises?
- _____ Relax, drive a bit to get used to it. _____ Accelerates smoothly from dead stop?
- _____ How does car ride? Soft or hard? _____ Are there any hesitations/flat spots?
- _____ Revs smoothly to red line? flatspots? _____ Does the power seem right? Hill test.
- _____ Any unusual engine noises/vibrations? _____ Is it running too hot or cold? Why?
- _____ Any drive train noises or vibrations? _____ Drive beside a long wall. Any unusual sounds?
- _____ Any noticeable slop in drive train? _____ Is it too noisy in general at highway speeds?
- _____ Reverse works? Rev.lights go on/off? _____ Any noises or vibrations when accelerating?
- _____ Trans shifts smoothly to all gears? _____ Any noises or vibrations when coasting?
- _____ Overdrive engages/disengages properly? _____ Any noises or vibrations when decelerating?
- _____ Turbo engages/disengages properly? _____ Any noises or vibrations when braking?
- _____ Any clunks, whines, rumbles, rattles? _____ Steering action loose or tight? Parallel park.
- _____ Clutch smooth? Slippage on hill test? _____ Handles on bumps, curves and sharp corners?
- _____ Hand brake works? Test against engine. _____ Slaloms OK? Bad understeer, oversteer, lean?
- _____ Is the low engine speed operation OK? _____ Tracks straight with hands off steering wheel?
- _____ Brakes strongly to stop from 50mph? _____ Brakes straight with hands off steering wheel?
- _____ Do brakes still work? Stops straight? _____ Brakes still work? Pulls? Pulse? Drag? Noises?
- _____ Having fun yet? Comfortable? Does it fit?

Have friend get out and watch the car driving:

- _____ Tracks straight? (Frame bent?) _____ Do the heater, defroster and AC work right?
- _____ Smokes? _____ Are all the instruments & lights still working?
- _____ Wheels wobble? Any noises? _____ Now let it idle a while. Is temp stable/OK?
- _____ Leans? General impression? _____ Any exhaust, gas, coolant odors? Pull forward.
- _____ Turn it off. Go back to check ground for leaks.

POST DRIVE:

- _____ Does it restart when warm? Why not? _____ Open hood. See or hear anything unusual?
- _____ Check for fluid leaks after shutdown. (Oil, Coolant, Hydraulics, Trans, Fuel, Differential) _____ Does engine seem too hot?
- _____ Check oil cap and dipstick for signs of water. (Oil off-color, brown/grey/white or bubbly)
- _____ Compression test: _____ 1. Dry: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__
- (disconnect coil, remove ALL plugs) _____ 2. Oiled 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__
- _____ Plug condition? (OK? Burnt? Oily? Sooty?) _____ 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__

COMMENTS:

BILL OF SALE

Year, make & model: _____

Description: _____

VIN: _____

Odometer reading: _____

Date and time of sale: _____

Seller hereby acknowledges receipt of \$_____ in the form of _____ for full payment of 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. 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 hereby acknowledges receipt of the following: the signed certificate of ownership transferring seller's full ownership of the vehicle and all of it's 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 delivery of the vehicle.

(seller 1's signature) (date)

(buyer's signature) (date)

(seller 2's signature) (date)

Seller:
phone:
address:

Buyer:
phone:
address:

Odometer (Mileage) 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 item 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 vehicle described below and should not be relied upon.

_____	_____	_____
Make	Model	Type
_____	_____	_____
Vehicle ID Number	Year	Dealer Stock No

Circle ONE item only:

- (1) I hereby certify that the odometer of said vehicle was not altered, set back, or disconnected while in my possession, and I have no knowledge 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, that 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)	

Seller:	Buyer:
phone:	phone:
address:	address: