



Vehicle Inspection Checklist

Enrollment & Vehicle History

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STOCK NO.:

CENTER NO.:

DATE:

CENTER NAME:

CHASSIS NO.:

MILEAGE:

MODEL:

MODEL YEAR:

KEYS: MASTERS ☐

VALET ☐

WALLET ☐

Mileage is to be substantiated through attaching a copy of the Key Reader!

SOURCE:

BMW FS OFF-LEASE ☐

OTHER OFF-LEASE ☐

TRADE-IN ☐

AUCTION ☐

OTHER ☐

SECTION 1: VEHICLE BACKGROUND & MAINTENANCE

CPO ENROLLMENT DATE: _____		If NOT enrolled as CPO [Pending or Active], STOP!	
SERVICE ADVISOR NAME: _____		EMPLOYEE #: _____	
REPAIR ORDER #: _____		DATE OPENED: _____	
Service Interval Indicator (SIA)		VEHICLE ORIGINAL IN-SERVICE DATE: _____	
CURRENT SERVICE INDICATOR DISPLAY: ■ ■ ■ ■ ■ ■ OR _____		remaining miles _____	
Condition Based Service (CBS)		CBS printout REQUIRED	

Item	Service is due in:	Comments:	Item	Service is due in:	Comments:
Engine Oil	_____ Date/Miles	_____	Microfilter	_____ Miles	_____
Front Brakes	_____ Miles	_____	Brake Fluid	_____ Months	_____
Rear Brakes	_____ Miles	_____	Air Cleaner	_____ Date/Miles	_____
Vehicle Check	_____ Date/Miles	_____	Coolant	_____ Months (applicable models only)	_____

VEHICLE MAINTENANCE HISTORY

Engine Oil Services:	YES	Date of Service:	Brake Services:	YES	Date of Service:
First Service	☒	_____	Front Pads	☒	_____
Next or Annual	☒	_____	Rear Pads	☒	_____
Next or Annual	☒	_____	Front Rotors	☒	_____
Next or Annual	☒	_____	Rear Rotors	☒	_____
M-Model to specification	☒	_____	Fluid Flush	☒	_____
Inspections (SIA Vehicles):			Other:		
1	☒	_____	Coolant Flush	☒	_____
2	☒	_____	Belt(s) Replaced	☒	_____
OPEN CAMPAIGNS?	☒ YES	☒ NO	Wipers/Inserts	☒	_____
NON-BMW PERFORMANCE MODIFICATIONS?	☒ YES	☒ NO	Filters (Cabin/Engine)	☒	_____
HAS CARFAX REPORT BEEN RUN?	☒ YES	☒ NO			
Does CARFAX Report disqualify for CPO?	☒ YES	☒ NO			
BODY REPAIR HISTORY: Repair Order(s):		Date	Center		Mileage

INSTRUMENT CLUSTER:

Has the instrument cluster been replaced? ☐ YES ☒ NO

If YES, does the current cluster reflect the **TOTAL** and **TRUE** mileage? ☒ YES ☐ NO



Vehicles NOT qualified for enrollment or sale as CPO:

- Inconsistent or incomplete maintenance history
- Non-BMW performance modifications
- Disqualifying CARFAX report

SECTION 2: WHEEL ASSEMBLY

TIRE INSPECTION

TIRE TREAD DEPTH (minimum 3 mm when measured from the TOP of wear indicators) & SIDEWALL INSPECTION:

Location	Pressure	Inside	Center	Outside	OEM*	Brand, Type, Size, Speed Rating, Tread, & Condition:
Left Front	_____psi	_____mm	_____mm	_____mm	☒ Y ☐ N	_____
Left Rear	_____psi	_____mm	_____mm	_____mm	☒ Y ☐ N	_____
Spare	_____psi	_____mm	_____mm	_____mm	☒ Y ☐ N	_____
Right Rear	_____psi	_____mm	_____mm	_____mm	☒ Y ☐ N	_____
Right Front	_____psi	_____mm	_____mm	_____mm	☒ Y ☐ N	_____

IS M-MOBILITY KIT TO STANDARD? ☒ Y ☐ N

WHEEL INSPECTION

Location	OEM*	Style, Condition & Torque:	Location:	OEM*	Style, Condition & Torque:
Left Front	☐ Y ☐ N	_____	Right Rear	☐ Y ☐ N	_____
Left Rear	☐ Y ☐ N	_____	Right Front	☐ Y ☐ N	_____
Spare	☐ Y ☐ N	_____			

BRAKE INSPECTION

BRAKE PADS (minimum 5 mm of friction material)
& ROTOR INSPECTION:

Location	Pad Measurement	OEM*	Rotor Condition	OEM*	Comments:
Left Front	_____mm	☐ Y ☐ N	_____	☐ Y ☐ N	_____
Left Rear	_____mm	☐ Y ☐ N	_____	☐ Y ☐ N	_____
Right Rear	_____mm	☐ Y ☐ N	_____	☐ Y ☐ N	_____
Right Front	_____mm	☐ Y ☐ N	_____	☐ Y ☐ N	_____

VIN

Body & Mechanical

SECTION 3: BODY CONDITION, FIT & FINISH

Meets BMW			Meets BMW		
AREA	Guidelines & Standards	Comments	AREA	Guidelines & Standards	Comments
Front bumper	☐		GLASS AREA		
Hood	☐		Windshield	☐ Y ☐ N	
Core support	☐		Door & side glass	☐ Y ☐ N	
Engine carrying rails	☐		Rear window	☐ Y ☐ N	
Inner fenders	☐		Exterior mirrors	☐ Y ☐ N	
Front fenders: left & right	☐		Interior mirror	☐ Y ☐ N	
Doors: left/right, front/back	☐		INTERIOR		
A pillar: left/right	☐		Door weather seal	☐	
B pillar: left/right	☐		Carpet/floor mats	☐	
C pillar: left/right	☐		Wood/aluminum trim	☐	
D pillar: left/right	☐		Cupholder(s)	☐	
Rocker/sill panels	☐		Interior light(s)	☐	
Roof	☐		Glovebox	☐	
Convertible top	☐		Seats	☐	
Sunroof	☐		Headliner	☐	
Quarter panel: left/right	☐		Books	☐	
Antenna	☐		Bluetooth Pass Key Card (E85 Z4 & E83 X3 models only)	☐	
Trunk lid	☐		TRUNK		
Hatch (model-dependent)	☐		Tools	☐	
Tailgate (model-dependent)	☐		Jack (model dependent)	☐	
Rear license plate	☐		Cargo net (model dependent)	☐	
Rear taillight assemblies	OEM* ☐ Y ☐ N		Cargo cover (model dependent)	☐	
Rear bumper	☐		Cargo mat (model dependent)	☐	
Spare wheelwell	☐		KEYS		
Rear floor pan	☐		Master	0 ☐ 1 ☐ 2 ☐	
Inner trunk panels	☐		Valet (model dependent)	0 ☐ 1 ☐ 2 ☐	
Fuel-filler door	☐		Wallet (model dependent)	0 ☐ 1 ☐ 2 ☐	
Mirror assembly (2)	☐		B PILLAR STICKERS:		
Alignment of all panels	☐		VIN ID	☐	
			Placard	☐	

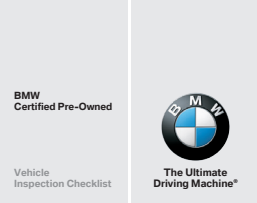
* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) BMW parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 2 - Vehicle Inspection

* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) BMW parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 2 - Vehicle Inspection Guidelines & Standards.

SECTION 4: MECHANICAL

Meets BMW Guidelines & Standards			Comments	Meets BMW Guidelines & Standards								Comments
Headlight assembly	OEM*	☐ Y ☐ N		Fluid levels:	Oil	☐						
Fog light assembly	OEM*	☐ Y ☐ N			Brake	☐						
Headlight washer jets (optional)	☐				Power steering	☐						
Wiper blade, assembly & jets	☐				Windshield washer	☐						
Door handle, hinge & lock	☐				Transmission	☐						
Central locking functions	☐				Rear axle	☐						
Alarm functions	☐				Coolant	☐						
Seat and headrest functions	☐				Coolant	☐						
Seatbelt(s)	☐				Coolant	☐						
Airbag(s)	☐				Coolant	☐						
Airbags (Rear) Deactivated	☐ Y ☐ N				Coolant	☐						
Child locking functions	☐				Coolant	☐						
Fuel-filler door locking	☐				Coolant	☐						
Trunk lock	☐				Coolant	☐						
Rear wiper (optional)	☐				Coolant	☐						
Gas shocks	☐				Coolant	☐						
Suspension components	OEM*	☐ Y ☐ N			Coolant	☐						
Front control arm bushings	☐				Coolant	☐						
Steering	☐				Coolant	☐						
Major component mounts	☐				Coolant	☐						
Exhaust system	☐				Coolant	☐						
Belts	☐				Coolant	☐						
Belt tensioners	☐				Coolant	☐						

Diagnostic fault review: Corrected ☒ & Cleared ☐
Attach a copy of the diagnostic printout! (Please continue on back)



Vehicle Inspection Checklist

VIN

Road Test

Minimum road test time period: 20 uninterrupted minutes

Minimum road test distance: 5 continuous miles!

SECTION 5: STATIONARY REVIEW

Mileage before:

Mileage after:

Mileage (BEFORE and AFTER) is to be substantiated through attaching a copy of the Key Reader!

	AREA	Meets BMW Guidelines & Standards	Comments:
Driver's Seat Functions	Seatbelt	☐	
	Front/back - up/down	☐	
	Headrest	☐	
	Lumbar (where applicable)	☐	
Mirror Functions	Outside left/right	☐	
	Interior – Gentex	☐	
Navigation System	Functional <u>Test</u> and <u>Deliver</u> with a <u>working CD or DVD</u> .	☐	
	Night vision with infrared	☐	
Windshield	Rain sensor operation	☐	
	Heads-up display	☐	
On-Board Computer	Functional test	☐	
	Adjustable	☐	
	Airbag	☐	
	Audio functions	☐	
Steering Wheel	Horn functions	☐	
	Heat function	☐	
	Wiper/washer	☐	
	High beams	☐	
Stalk controls	Computer	☐	
	Gas	☐	
Pedal Function	Brake	☐	
	Clutch (where applicable)	☐	
Gearshift Function		☐	
		☐	
Parking Brake Function		☐	
		☐	
HVAC Control	Heat: (circle one)	50F 55F 60F 65F 70F 75F 85F SERVICEACCEPTABLEGOOD	
	A/C: (circle one)	40F 45F 50F 55F 60F 65F 70F GOODACCEPTABLESERVICE	
	Fan	☐	
	Temp range	☐	
	Blower speeds	☐	
	Blower: Defrost	☐	
	Center	☐	
	Lower	☐	
	Vent controls	☐	
	Windshield defogger	☐	
Audio Function	Rear window defroster	☐	
	Recirculating	☐	
	Radio:	☐	
	AM	☐	
	FM	☐	
	CD	☐	
	Aux Input	☐	
	Satellite Radio	☐	
	Speakers:	☐	
	Balance	☐	
	Fade	☐	

VIN

Road Test

STATIONARY REVIEW (cont'd.)

	AREA	Meets BMW Guidelines & Standards	Comments:
Electrical	Vanity/visor	☐	
	Map/interior	☐	
	Headlights	☐	
	Fog lights	☐	
	Turn signals	☐	
	Hazard flasher	☐	
	Parking/side marker	☐	
	Brake lights (3)	☐	
	Back-up lights	☐	
	License plate lights	☐	
	Dash and console	☐	
	Door lock	☐	
	Seat heater(s)	☐	
	Power window(s)	☐	
	Cigarette lighter(s)	☐	
	Power sunroof	☐	
	Rear sunshade	☐	

SECTION 6: ROLLING REVIEW

Checklist to be completed following testing cycle, not while driving the vehicle.

	AREA	Meets BMW Guidelines & Standards	Comments:
Engine Performance	Cold/hot starting	☐	
	Idle smoothness	☐	
	Acceleration	☐	
Transmission Shifting	Manual/Automatic/SMG	☐	
	Function(s)	☐	
Cruise Control		☐	
		☐	
Noise	Wind	☐	
	Squeaks	☐	
Vehicle Handling	Rattles	☐	
	Vibration	☐	
	Stability	☐	
	Braking	☐	
	ABS	☐	
	DSC	☐	
	HDC (model dependent)	☐	
	Alignment	☐	
	Operation	☐	
		☐	
Steering Wheel		☐	
Instrument Gauges		☐	
Other:		☐	
		☐	

SECTION 7: APPROVAL

Technician's, Service Manager's, and Pre-Owned Manager's signatures certify that the vehicle has been carefully inspected and that apparent deficiencies have been corrected. This is a pre-owned vehicle; no claim is made, implied or otherwise, that this vehicle is in new condition.

TECHNICIAN NAME:_____ TECH NO.:_____ SIGNATURE:_____ DATE:_____

SERVICE MANAGER NAME:_____ SIGNATURE:_____ DATE:_____

PRE-OWNED MANAGER NAME:_____ SIGNATURE:_____ DATE:_____

CUSTOMER NAME:_____ SIGNATURE:_____ DATE:_____