

## New Vehicle Collection Checklist

### Locks

- Keyless Entry (Lock and unlock using remote)
- Manual Entry (Lock and unlock using key)
- Master Lock
- Individual Lock
- Alarm
- Alarm reset switch

### Windows

- Power Windows

(Check that the driver side auto window is working)

- Windows control Lock

### Electric Mirrors

- Electric Mirrors Control ( Up, Down, Left & Right )
- Folding Mirrors (Check that the Mirrors can be retractable by either manual or electrical folding.)

### Console

- Engine Start Button (if any)
- Air-Conditioning
- Fan Speeds
- Rear Demister
- Radio/CD/DVD Player
- Reverse Camera (if any)
- Steering controls (if any)

## New Vehicle Collection Checklist

### Switches

- Headlights
- Directional Signals
- High Beam
- Hazard Lights
- Parking Lights
- Tail Lights
- Brake Lights
- Fog Lamps
- Interior light
- Wiper (Make sure each speed is correct)
- Wiper Spray
- Horn

### Dashboard

- Dashboard lights come on when headlights are on
- Information lights (eg. Parking brake ) are lit at relevant time
- Check that odometer does not display excessive mileage

### Transmission & Brakes

- Smooth Gearshift
- Automatic transmission
- Over Drive button
- Shift Lock button

## New Vehicle Collection Checklist

Footbrake

Handbrake

### Things to look out for:

Test auto-transmission for shock while engaging gear.

Make sure that the brake has to be depressed to shift out of Park mode.

Make sure that the car can only start in Neutral or Park mode.

### Other Interiors

Steering wheel properly aligned

Steering wheel adjusting lever

Bonnet release lever

Boot release lever

Fuel tank release lever

Check for stains and holes on seats

Seat adjuster (Forward, backward, recline)

Seat belts (Check that the Seat belts lock when pulled hard)

Seat belts height adjuster

Check for scratches and dents on the trims

Rear Mirror

Glove box

Check for stains on carpets

Air-con vents (Check that they are able to move freely)

Speakers

## New Vehicle Collection Checklist

Moonroof (Opens and closes fully)

### Exterior

Check that car plate is correct

Check that body surface is free from dents and scratches.

Check that windows and windscreens are free from stains and scratches

Check that lights are clear and undamaged

Check that door handles are working

Check that tyres are free from holes and punctures

Check that rims are free from scratches

Check that the radio antenna is working

Check that fuel cap is secured

### Under The Bonnet

Engine Oil level

Brake Fluid level

Battery Water level

Transmission Fluid level

Coolant level

Air-Conditioning gas level

Check engine compartment with any obvious defects and damage

### Inside the Boot

Base board

Boot light

## New Vehicle Collection Checklist

Tool kit

Spare tyre

### Documentation

Road Tax Disc

Vehicle log card

Certificate of insurance

Car owner manual

### Miscellaneous

Check tyres pressure

Cruise control (if any)

All goodies promised are given