



Electric Vehicle Buyer Guide: **BMW i3 Checklist**

(A) Pre-pickup items

- ☐ Check all dealership paperwork for the correct name and address for all buyers.
- ☐ Confirm the actual vehicle's VIN matches all of your paperwork.
- ☐ Verify that the vehicle's body color, interior, options, and wheels match what you configured.
- ☐ Bring proof of down payment having been made if sent before, and the final payment, if required.
- ☐ Bring a printed insurance card if possible, if not, bring a digital copy.
- ☐ Download the MyBMW App.

(B) Exterior inspection

- ☐ Inspect body exterior paint for defects.
- ☐ Inspect under the car for signs of damage or scratches from test drives or transport.
- ☐ Check along all body panels for gaps or misalignment, especially the hatch gap, charge port door, passenger side door / quarter panel alignment.
- ☐ Inspect wheel rims for damage, and all 4-valve stem covers on tires.
- ☐ Inspect all glass. It should look clear with no damage.
- ☐ Check for proper windshield trim installation.
- ☐ Test all doors to ensure they open and close easily.
- ☐ Test opening and closing of the hatch. Hatch should latch and seal automatically.
- ☐ Check all exterior lights for condensation.
- ☐ Inspect the all-weather seals around door gaps and windows for damage and fitment.
- ☐ Test opening hatch and unlocking doors with key fob.

(C) In the driver's seat

- ☐ Verify the vehicle is charged to 100% (if required for travel to home destination).



- ☐ Check for any error messages on the display screen.
- ☐ Make sure the latest system software updates are installed by checking for updates on the system screen.
- ☐ Check each window operation for speed and any noises.
- ☐ Make sure heat and air conditioning work at full power.
- ☐ Make sure heated seat / steering wheel / vented seats work (if equipped).
- ☐ Test the sound system to ensure all speakers are working, especially the amp.
- ☐ Test steering wheel repositioning.
- ☐ Test vehicle's horn.
- ☐ Check windshield for distorted view.
- ☐ Test the windshield wipers.
- ☐ Check side mirrors folding and positioning operation.
- ☐ Check sun-visor operation and mirror condition.
- ☐ Check the rearview mirror for clarity.

(D) Interior inspection

- ☐ Inspect interior upholstery and all surfaces for damage or issues with build.
- ☐ Check the windshield and windows for cracks, chips or distortion.
- ☐ Check all seat belts for proper operation and condition.
- ☐ Check seats for noises- check all directions of adjustment.
- ☐ Check that the rear seats fold-down properly.
- ☐ Test back seat to ensure it is securely attached by pulling upwards.

(E) Connectivity inspection

- ☐ Test connectivity in USB ports- there is 1 USB-A and 1 USB-C in the front of the car
- ☐ Check 12-volt DC receptacle has power.
- ☐ Test key fobs operation.
- ☐ Pair your smartphone to your vehicle via Bluetooth.

(F) Lighting inspection

- ☐ Check vanity mirror lights and front lights.



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- ☐ Check dome light.
- ☐ Inspect/check all door lights, including latch and window button.
- ☐ Steering wheel control lights.
- ☐ Check glovebox operation including light.
- ☐ Trunk lights.
- ☐ Headlights (low & high beam).
- ☐ Front and rear turn signal lights.
- ☐ Brake lights.

(G) Inspect charging ability

- ☐ Check that the charge port door opens and latches correctly.
- ☐ Check charge port indicator light.
- ☐ Test charger on site.
- ☐ Test at Level 2 and level 3 charger, if available.

(H) App setup and final items

- ☐ Sync the MyBMW App to the vehicle.
- ☐ Verify any additional items that were specified as being included with purchase.

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