



## Electric Vehicle Buyer Guide: **Universal Checklist**

### **(A) Pre-pickup items**

- Check all of 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.
- Call pickup location to confirm vehicle is on-site (no delay in shipping).
- Download the any associated vehicle manufacture App.
- Check for any outstanding recalls

### **(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, front trunk alignment and general fender gaps.
- Inspect wheel for damage or paint defects, confirm aerocovers (hubcaps) are in the vehicle, if equipped.
- Inspect all glass. It should look clear with no damage. If the vehicle is equipped with the double pane glass, check for distortion at different levels.
- Check for proper windshield trim installation.
- Check black triangle applique at side mirrors for proper fitment.
- Check for discoloration / rainbow hue of surrounding trim.
- Test all doors to ensure they open and close easily.
- Test opening and closing of the hatch with auto-close button, if applicable.
- Confirm the charge port can be opened from the outside with the vehicle unlocked.



- If equipped, check edges of the spoiler for any signs of separation from the body.
- If available and purchased, confirm tow package is installed.
- Check all exterior lights and cameras for condensation.
- Inspect all-weather seals around door gaps and windows for damage and fitment.
- Confirm the correct number of key cards/keys come with the vehicle.
- Test unlocking and locking of vehicle the key cards/keys.

## **(C) In the driver's seat**

- Verify the vehicle is charged at 80%+ (if required for travel to home destination).
- Set driver profile and seat memory system.
- Check for any error messages on the display screen.
- Bring up the menu from the main screen. Confirm proper VIN and Spec.
- Confirm any pending software is download.
- Try navigating to a set location to confirm navigation is completely loaded.
- Test wireless phone charger. You may need to remove your phone case.
- Check each window operation for speed and any noises. Note that double pane glass will move slower than normal glass.
- Make sure heat and air conditioning work at full power. Be sure to move air vents all around and follow the airflow to confirm proper function.
- Make sure heated seats / steering wheels are working.
- Test the sound system to ensure all speakers are working, including the amplifier if equipped.
- Adjust the vehicle your steering wheel and mirror adjustments. Confirm that both are working and have full movement.
- Test vehicle's horn.
- Test the vehicle's exterior pedestrian speaker, (older vehicles may not be so equipped).
- Check windshield for distorted view. Try this from the drivers and passenger's seat.
- Test the windshield wipers.
- Test the rearview camera and blind spot cameras.
- Test the turn signals.
- Check side mirrors folding and positioning operation.
- Check sun-visor operation and mirror condition.



- Check the rearview mirror for clarity.
- Confirm the keycards/keys start the vehicle.
- Check the glovebox for fitment and opening/closing.
- Confirm that you can open and close the front trunk and hatch.
- Test voice command, if equipped.

## **(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 and all directions of adjustment.
- Check that the rear seats fold-down properly and pull up normally.

## **(E) Connectivity inspection**

- Test power in USB ports
- Check DC receptacle(s) have power, if equipped.
- Pair your smartphone to your vehicle via Bluetooth.
- Confirm that you can connect to the local center's WiFi.

## **(F) Lighting inspection**

- Check vanity mirror lights and front lights.
- Check dome light.
- Check driver & passenger door puddle lights.
- Check all door lights.
- Check glovebox operation including light.
- Check trunk lights.
- Check headlights (low & high beam).
- Check front and rear turn signal lights.
- Check rear wing/quarter panel puddle light.
- Check 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 manufacturer App to the vehicle.
- If more than one driver, add them to driver profile on the app and on the vehicle.
- Set the App as the Vehicle's key. Confirm all actions work accordingly.
- Verify any additional items that were specified as being included with purchase.
  - Mobile charger
  - Floor mats

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