Certified Pre-Owned

CERTIFIED VEHICLE INSPECTION AND CONDITION REPORT

DEALER AND VEHICLE INFORMATION

Dealer Name | Dealer Number | Odometer Reading

Year/Model | Inspection Date | New Vehicle Limited Warranty Expiration Date

VIN | R.O. Number | Stock Number

CPO PRELIMINARY ELIGIBILITY CHECKLIST

	YES	NO
► CARFAX		
• CARFAX Vehicle History Report reviewed and meets Volkswagen Certified Pre-Owned guidelines.	☐	☐
• CARFAX Vehicle History Report contains no report of vehicle airbag deployment or being totaled.	☐	☐
• CARFAX Vehicle History Report contains no report of vehicle having sustained structural damage, fire damage, mold, or flood damage.	☐	☐
► Vehicle is free from any odometer discrepancies and has no more than 75,000 miles.	☐	☐
► Vehicle is no older than current or previous 6 model years.	☐	☐
► Vehicle is up to date with all services and maintenance.	☐	☐
► There is no discrepancy in the VIN plate and other VINs on the vehicle and paperwork.	☐	☐
► Vehicle does not have Warranty Key USB (Manufacturer Buyback, Cash Settlement or Pre-Litigation).	☐	☐

If any of the answers to this section are "NO", the vehicle does not qualify. Discontinue the inspection (update the vehicle history file, as appropriate).

CPO PRE-QUALIFICATION INSPECTION CHECKLIST

	YES	NO
► Vehicle is free of evidence of existing structural misalignment or other previous repaired collision-related structural damage upon a 360 degree exterior body inspection.	☐	☐
► Vehicle is free of evidence of existing structural damage or evidence of other previous repair or replaced collision-related structural damage upon inspection of the undercarriage and chassis components.	☐	☐
► Vehicle VIN is free of warranty keys in Elsa that indicate modifications, tuning, and/or denotes manufacturer Buyback, Cash Settlement, Pre-Litigation, or restricted coverage (appropriate warranty test plan needs to be performed in ODIS by dealer to validate no new keys in Elsa)	☐	☐
► Vehicle is free from any current or evidence of aftermarket software and/or hardware modifications (OEM accessories are acceptable)	☐	☐

If any of the answers to this section are "NO", the vehicle does not qualify. Discontinue the inspection (update the vehicle history file, as appropriate).
For important guidance on these disqualification criteria, please refer to the VW CPO Program Manual.

CPO INSPECTION CHECKLIST

Checkbox Key: ✓ Meets Standards | 🔧 Service Requested | Repaired

EXTERIOR

	✓	🔧	Repaired
1. Body Panels / Moldings / Front & Rear Bumper: Finish / Appearance / No Visible Damage	☐	☐	☐
2. Paint / Trim: Finish / Appearance / Condition	☐	☐	☐
3. Windshield / Vehicle Glass: No Chips / No Cracks / No Leaks	☐	☐	☐
4. Wiper Arms / Blades: Condition / No Damage / No Cracking	☐	☐	☐
5. Side Mirrors: Appearance / No Damage	☐	☐	☐
6. Antenna: Present / No Damage	☐	☐	☐
7. Wheels / Rims: Finish / No Visible Damage	☐	☐	☐
8. Headlights / High & Low Beam: Clear Lens/Operational/No Damage	☐	☐	☐
9. Taillights /License Plate Light: Clear Lens/Operational/No Damage & Fog Lights (If Applicable): Clear Lens / Operational/No Damage.	☐	☐	☐
10. Brake / Reverse / High-Mount Brake Light: Clear Lens / Operational / No Damage	☐	☐	☐
11. Turn Signal / Hazard Light: Clear Lens / Operational / No Damage	☐	☐	☐
12. Remote Door Entry: Unlock / Lock Operation	☐	☐	☐
13. Doors: Open Smooth / No Abnormal Noise	☐	☐	☐
14. Door Handles: Operational / No damage	☐	☐	☐
15. Remote Trunk Entry: Operational	☐	☐	☐
16. Trunk / Rear Hatch: Open Smooth / No Damage	☐	☐	☐
17. Jack / Tool Kit: Present and complete	☐	☐	☐
18. Spare Tire: Condition / Pressure / No Damage / meets minimum (5/32") tread depth / no unusual wear / not past maximum age	☐	☐	☐
19. Fuel Door / Cap: Operational / Condition / No Damage	☐	☐	☐
20. Alarm System / Panic Button: Operational	☐	☐	☐
21. Overall Exterior: Condition / No Damage	☐	☐	☐

INTERIOR

	✓	🔧	Repaired
22. Upholstery: Condition / Appearance	☐	☐	☐
23. Carpet / Floor Mats (If Applicable): Condition / Appearance / No Excess Wear	☐	☐	☐
24. Headliner: Condition / No Damage	☐	☐	☐
25. Sun Visor: Operational / Condition / No Damage	☐	☐	☐
26. Interior Trim / Console: Finish / Appearance / No Damage	☐	☐	☐
27. Seats / Adjustment / Heaters (If Applicable): Condition / Operational / No Damage	☐	☐	☐
28. Safety belts: Condition / Operational / No Damage / Fastens & Locks Secure	☐	☐	☐
29. Ignition Switch: Operational / No Excess Wear / No Damage	☐	☐	☐
30. Warning Chimes: Operational	☐	☐	☐

INTERIOR (CONT.)

	✓	🔧	Repaired
31. I.P. Warning Lights: Operational	☐	☐	☐
32. Instrumental Dash Lighting: Operational	☐	☐	☐
33. Instrument Cluster /Gauges: Operational/Accurate Information	☐	☐	☐
34. Air Bags: Condition/Indicator Light Function/No Visible Damage	☐	☐	☐
35. Clock: Operational / Correct Time Set	☐	☐	☐
36. Door Handles: Operational / No Damage	☐	☐	☐
37. Door Locks / Child Safety Locks: Operational / No Damage	☐	☐	☐
38. Door Panels: Condition / No Damage	☐	☐	☐
39. Window Controls: Up & Down Operation / No Damage	☐	☐	☐
40. Side Mirror Controls: Operational / No Damage	☐	☐	☐
41. Dome / Map / Visor Lights: Operational	☐	☐	☐
42. Rear View Mirror: Condition / Operation / Day & Night Performance / No Damage	☐	☐	☐
43. Vanity Mirror / Light: Condition / Operation / No Damage	☐	☐	☐
44. Sunroof Controls (If Applicable): Open & Close Operation / Condition / No Damage	☐	☐	☐
45. Sunroof Glass / Seals (If Applicable): Condition / No Damage / No Leaks	☐	☐	☐
46. Glove Box / Lock / Light: Operational / No Damage	☐	☐	☐
47. Cup Holders / Coin Tray: Clean / No Damage	☐	☐	☐
48. 12V Power Outlets: Operational / No Damage	☐	☐	☐
49. Sound System / CD Changer / Speakers: Operational / No Distortion / No Damage	☐	☐	☐
50. Navigation System (If Applicable): Operational / Nav Scan Disc or memory card Present	☐	☐	☐
51. Steering Wheel / Adjustments / Lock / Controls: Operational	☐	☐	☐
52. Connected Services (If Applicable) for MY2020 and newer: Operational	☐	☐	☐
53. Horn: Operational	☐	☐	☐
54. Windshield Wiper /Controls: Operational/Proper Speed Settings	☐	☐	☐
55. Windshield Washer /Controls: Operational /Accurate Spray Aim	☐	☐	☐
56. Climate Control / AC / Heater/Defroster/Defogger: Operational	☐	☐	☐
57. Fuel Door / Trunk / Hood Release: Operational	☐	☐	☐
58. Trunk Light / Carpet Condition: Operational /Clean/No Damage	☐	☐	☐
59. Overall Interior: Condition / Cleanliness / No Abnormal Odor	☐	☐	☐

CPO INSPECTION CHECKLIST

Checkbox Key: ✓ Meets Standards | 🔧 Service Requested | Repaired

ROAD TEST

60. Cold Engine Start: No Hesitation / No Abnormal Noise ☐ ☐ ☐
61. Cold Engine Idle: Smooth Idle / No Knock / No Vibration / No Abnormal Noise ☐ ☐ ☐
62. Throttle: Operational / Responsive ☐ ☐ ☐
63. Exhaust System: No Abnormal Noise / No Visible Smoke ☐ ☐ ☐
64. Parking Brake: Operational / Holds Vehicle / Sets & Releases Properly ☐ ☐ ☐
65. Transmission: Smooth Acceleration & Shifts / No Abnormal Noise ☐ ☐ ☐
66. Clutch (If Applicable): Operational / Responsive / No Slippage ☐ ☐ ☐
67. Differential: Operational / No Abnormal Noise ☐ ☐ ☐
68. Steering Alignment: No Vibration / No Pulling / No Abnormal Noise ☐ ☐ ☐
69. Cruise Control: Operational ☐ ☐ ☐
70. Brakes / ABS: Operational / Responsive / No Abnormal Noise ☐ ☐ ☐
71. Suspension: Operational / Responsive / No Abnormal Noise ☐ ☐ ☐
72. Warm Engine Start: No Hesitation / No Abnormal Noise ☐ ☐ ☐
73. Warm Engine Idle: Smooth Idle / No Knock / No Vibration / No Abnormal Noise ☐ ☐ ☐
74. Overall Road Feel: No Abnormal Driving Response / No Abnormal Noise ☐ ☐ ☐

MECHANICAL

75. Hood Struts / Stand / Insulation / Labels / Decals: Operational / Present / No Damage ☐ ☐ ☐
76. Engine Covers / Cowls: Present / No Damage ☐ ☐ ☐
77. Engine Codes: No Error / Trouble Codes Indicated ☐ ☐ ☐
78. Emissions / Readiness Codes: No Error / Trouble Codes Indicated / readiness code set ☐ ☐ ☐
79. Oil / Transmission / Washer / Power Steering / Coolant / Brake Fluids: Condition / Levels ☐ ☐ ☐
80. Battery / Charging System: Operational / Condition / Load Test / No Corrosion ☐ ☐ ☐
81. Battery Cables / Clamps: Condition / Free of Corrosion / No Damage ☐ ☐ ☐
82. Ignition System / Starter / Accelerator: Operational / Condition / No Damage ☐ ☐ ☐
83. Electrical System / Wires: Operational / Condition / Free of Corrosion / No Damage ☐ ☐ ☐
84. Engine / Hoses / Belts: Condition / No Leaks / No Abnormal Noise / No Damage ☐ ☐ ☐
85. Cooling System / Cooling Fan: Operational / Condition / No Damage ☐ ☐ ☐
86. Radiator / Cap / Antifreeze / Sensors: Operational / Condition / No Leaks / No Damage ☐ ☐ ☐
87. Air Filter: Condition / Clean ☐ ☐ ☐
88. A/C Compressor / Clutch: Operational / Condition / No Abnormal Noise / No Damage ☐ ☐ ☐
89. Valve Covers / Vacuum Lines / Filters: Condition / No Leaks ☐ ☐ ☐
90. Engine Seals / Gaskets: Contamination / Condition /No Leaks ☐ ☐ ☐
91. Engine Mounts: Condition / No Damage ☐ ☐ ☐
92. Water Pump / Hoses: Operational / No Leaks ☐ ☐ ☐
93. Fuel System / Pump / Filter: Operational / Condition / No Leaks / No Damage ☐ ☐ ☐
94. Overall Engine Condition: No Abnormal Noise / No Abnormal Odor / No Leaks ☐ ☐ ☐
95. Engine Bay: Weather stripping at plenum chamber present / not damaged ☐ ☐ ☐

UNDER BODY

96. Frame: No Visible Frame Damage ☐ ☐ ☐
97. Transmission / Mounts / Seals / Gaskets: Operational / No Leaks / No Damage ☐ ☐ ☐
98. CV Axles / Boots: Operational / No Leaks / No Damage ☐ ☐ ☐
99. Drive Axles / Differential: Operational / Condition / No Leaks / No Damage ☐ ☐ ☐
100. Sway Bars / Control Arms / Bushings: Operational / Condition / No Damage ☐ ☐ ☐
101. Suspension / Struts / Shocks / Springs: Operational / Condition / No Leaks / No Damage ☐ ☐ ☐
102. Exhaust System / Catalytic Converter / Hangers: Condition / No Leaks / No Damage ☐ ☐ ☐
103. Steering Rack / Pump / Hoses: Operational / No Leaks / No Noise / No Damage ☐ ☐ ☐
104. Brake System / Lines / Fittings / Master Cylinder: Operational / No Leaks / No Damage ☐ ☐ ☐
105. Brake Rotors / Calipers: Operational / Condition / No Leaks / No Damage ☐ ☐ ☐
106. Brake Pads: Condition / No Damage / Minimum 50% Remain LF_____ LR_____ RF_____ RR_____ ☐ ☐ ☐
107. Wheels / Rims: Condition / Matched / No Damage / Not bent; OEM (not aftermarket) / bent wheels must be replaced ☐ ☐ ☐
108. Wheel Bolts Present / Condition / Properly Torqued ☐ ☐ ☐
109. Wheel Covers: Condition / Present / No Damage ☐ ☐ ☐
110. Tire Size / Type: Brand & Style Match / Proper Pressure / No Damage ☐ ☐ ☐
111. Tire Requirements: Tires are approved OEM brand / meet required specifications ☐ ☐ ☐
112. Tire Wear: No Unusual Wear Pattern; less than 4 years old ☐ ☐ ☐
113. Tire Depth (including spare): Meets Minimum 5/32" Standards LF_____LR_____RF_____RR_____ ☐ ☐ ☐
114. Overall Under Body Condition: Condition / No Leaks / No Damage (under-body covers should be removed to inspect for hidden damage). ☐ ☐ ☐

It is the responsibility of the inspecting dealer that this Inspection and Condition Report be completed in accordance with the Volkswagen Certified Pre-Owned Program Manual. The undersigned certifies that the inspection and reconditioning performed on this vehicle meet all required criteria prescribed by the Volkswagen Certified Pre-Owned program.

Technician Number _____ Date _____

Service Manager _____ Date _____

Pre-Owned Manager _____ Date _____

CUSTOMER ACKNOWLEDGMENT

I understand that this is a Volkswagen Certified Pre-Owned Vehicle and have been informed of the terms and conditions of this program.

Customer Signature _____ Date _____

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