



Task Title: Car Salesman

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Use an automotive vehicle inspection document to record a vehicle's current condition.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1 and A2.2
- Communicate Ideas and Information/Complete and create documents/B3.1a and B3.2a

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: CarSalesman_E_A2.1_A2.2_B3.1a_B3.2a

Learner Information

Sales staff at a car dealership fill out inspection reports in order to help review a vehicle's current condition whenever a car is being traded in. An inspection report may indicate recommended maintenance or repairs to a vehicle.

Scan the "UCDA Customer Information, Appraisal & Disclosure" form.

Task Title: CarSalesman_E_A2.1_A2.2_B3.1a_B3.2a

VIN: 10 th DIGIT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F

UCDA CUSTOMER INFORMATION, APPRAISAL & DISCLOSURE FORM

www.ucdasearches.com
 or call: 416-599-7412 or 1-800-668-8265

APPRAISAL DATE: _____ STOCK NO.: _____

- | | |
|---|---|
| <input type="checkbox"/> UCDA Lien Search & Kwik Check™ | <input checked="" type="checkbox"/> CAN CHECK™ |
| <input type="checkbox"/> Auto Check™ | <input type="checkbox"/> Ontario History Search |
| <input type="checkbox"/> Out-of-Province Lien Search | <input type="checkbox"/> CARFAX™ |

APPRAISED BY: _____

LAST NAME _____ FIRST NAME _____

ADDRESS _____ CITY _____ PROVINCE _____ POSTAL CODE _____

HOME PHONE _____ BUS. PHONE _____ CELL PHONE _____ E-MAIL _____

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN #		YEAR	YEAR	MAKE	MODEL	TRIM LEVEL	COLOUR	# OF CYL.						

GAS DIESEL HYBRID REGISTRATION VIEWED Yes No ACCIDENT BRAND

ORIGINAL OWNER Yes No PURCHASED FROM _____

VIN CHECKED (Dash & Door) Yes No HAS VEHICLE EVER BEEN DECLARED A
 ORIGINAL MFR. VIN PLATE Yes No TOTAL LOSS BY AN INSURER Yes No
 REGISTERED LIEN Yes No THEFT RECOVERY Yes No
 MANUFACTURER'S WARRANTY CANCELLED Yes No

WITHIN THE LAST SEVEN YEARS WAS THIS AN:
 OUT-OF-PROVINCE VEHICLE Yes No
 U.S. VEHICLE Yes No
 IF YES, IDENTIFY PROVINCE(S) AND/OR STATE(S): _____

ODOMETER (Exact # at time of Appraisal) IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK? Yes No
 IF YES, EXPLAIN: _____

IF DISTANCE TRAVELLED UNKNOWN, EXPLAIN _____

DAILY RENTAL <input type="checkbox"/> Yes <input type="checkbox"/> No	POLICE CRUISER <input type="checkbox"/> Yes <input type="checkbox"/> No	ANTI-LOCK BRAKES INOPERABLE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FIRE DAMAGED <input type="checkbox"/> Yes <input type="checkbox"/> No	EMERG. SERVICES VEHICLE <input type="checkbox"/> Yes <input type="checkbox"/> No	AIR BAGS MISSING INOPERABLE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IMMERSED IN WATER <input type="checkbox"/> Yes <input type="checkbox"/> No	TAXI OR LIMO <input type="checkbox"/> Yes <input type="checkbox"/> No	POLLUTION CONTROL INOPERABLE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

ANY BODY PANELS PAINTED OR REPLACED Yes No IF YES TO ANY, EXPLAIN: _____

FOR HYBRID/HI-TECH VEHICLES:
 WHERE HAS THE VEHICLE BEEN SERVICED? _____
 HAVE ANY OF THE HYBRID COMPONENTS BEEN REPAIRED/REPLACED? Yes No IF YES, EXPLAIN: _____
 IS THERE A MANUFACTURER'S EXTENDED WARRANTY ON THE HYBRID COMPONENTS? Yes No IF YES, EXPLAIN: _____

WARNING INDICATORS (Are any of the listed warning indicators illuminated):
 BATTERY Yes No ENGINE Yes No BRAKING SYSTEM Yes No
 AIR BAGS Yes No FUEL SYSTEM Yes No OTHER _____

EQUIPMENT:
 POWER WINDOWS AIR BAGS AIR CONDITIONING CD/DVD ENTERTAINMENT CENTRE
 POWER LOCKS ABS WHEELS (ALLOY) AUTO TRANSMISSION MANUAL TRANSMISSION
 CRUISE CONTROL SUNROOF KEYLESS ENTRY LEATHER INTERIOR NAV SYSTEM

DOES VEHICLE REQUIRE REPAIRS TO:
 ENGINE Yes No COMPUTER Yes No
 SUSPENSION/SUBFRAME Yes No ELECTRICAL SYSTEM Yes No
 TRANSMISSION Yes No AIR CONDITIONING Yes No
 FUEL SYSTEM Yes No STRUCTURAL PARTS DAMAGED Yes No
 POWER TRAIN Yes No ALTERED OR REPAIRED Yes No

ANY PREVIOUS DAMAGE REPAIRED EXCEEDING \$3,000? Yes No
 HAVE THE MANUFACTURER'S BADGES OR DECALS BEEN CHANGED OR HAVE THE ORIGINAL PRODUCTION SPECIFICATIONS BEEN CHANGED? Yes No
 ANY OTHER DISCLOSURES?: _____

Other than disclosed herein:
 1. I declare that my trade-in has not been accident damaged, nor was such information disclosed when purchased or leased.
 2. My trade-in does not have any mechanical defects.
 SIGNATURE OF REGISTERED OWNER, LESSEE OR BONA FIDE DRIVER _____

<p>INSPECTION AT APPRAISAL:</p> <input type="checkbox"/> ENGINE STARTS & RUNS <input type="checkbox"/> TRANSMISSION FORWARD & REVERSE <input type="checkbox"/> ENGINE LIGHT - ON THEN GOES OFF <input type="checkbox"/> ANTI-LOCK BRAKES - ON THEN GOES OFF <input type="checkbox"/> AIRBAGS - ON THEN GOES OFF <input type="checkbox"/> AIR CONDITIONING OPERATING <input type="checkbox"/> AWD / 4 WD OPERATING <input type="checkbox"/> WINDSHIELD - NO CRACKS <input type="checkbox"/> CD, CASSETTE, ENTERTAINMENT CENTRE <p>DISTANCE TRAVELLED AT APPRAISAL: <input type="text"/></p>	<p>INSPECTION AT DELIVERY:</p> <input type="checkbox"/> ENGINE STARTS & RUNS <input type="checkbox"/> TRANSMISSION FORWARD & REVERSE <input type="checkbox"/> ENGINE LIGHT - ON THEN GOES OFF <input type="checkbox"/> ANTI-LOCK BRAKES - ON THEN GOES OFF <input type="checkbox"/> AIRBAGS - ON THEN GOES OFF <input type="checkbox"/> AIR CONDITIONING OPERATING <input type="checkbox"/> AWD / 4 WD OPERATING <input type="checkbox"/> WINDSHIELD - NO CRACKS <input type="checkbox"/> CD, CASSETTE, ENTERTAINMENT CENTRE <p>DISTANCE TRAVELLED AT DELIVERY: <input type="text"/></p>	<p>REPAIRS REQUIRED:</p> <input type="checkbox"/> PAINT _____ <input type="checkbox"/> BRAKES _____ <input type="checkbox"/> TIRES _____ <input type="checkbox"/> ENGINE _____ <input type="checkbox"/> TRANSMISSION _____ <input type="checkbox"/> BODY WORK / DENTS _____ <input type="checkbox"/> GLASS _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> VALUE OF TRADE-IN: \$ _____
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Please be advised that the trade-in value may be adjusted if the vehicle is not in the same condition at time of delivery. Customer Initials

Work Sheet

Task 1: A customer is trading in a white 2004 Ford Taurus with an odometer reading of 238,126 km. Using the checklist, enter this information into the appropriate boxes.

Answer:

Task 2: The vehicle's engine starts and runs properly when it is being appraised. Mark this information on the form.

Answer:

Task 3: The tire tread is very worn, and the car cannot be sold as is. Find where on the form the required repairs need to be recorded, and mark that the tires need to be replaced.

Answer:

Task 4: The vehicle has power windows, power locks, air bags, a sunroof, and a keyless entry. Check the appropriate boxes on the checklist form.

Answer:
