



Category	Item Name	Priority	Assignee	Status
Exterior	Inspect body condition	High	John Doe	In Progress
Exterior	Check for rust and corrosion	High		
Exterior	Examine paint quality	Medium		
Exterior	Check for dents and scratches	Medium		
Exterior	Inspect windshield and windows	High		
Exterior	Check tire tread depth	High		
Exterior	Inspect tire condition	Medium		
Exterior	Check for mismatched tires	Medium		
Exterior	Inspect lights (headlights, taillights)	High		
Exterior	Check mirrors	Medium		
Interior	Check seat condition	Medium	Jane Smith	In Progress
Interior	Inspect dashboard and controls	High		
Interior	Test air conditioning and heating	High		
Interior	Inspect carpeting and mats	Medium		
Interior	Check for unusual odors	High		
Interior	Test all electrical components	High		
Engine	Check engine oil level	High		
Engine	Inspect for oil leaks	High		
Engine	Check coolant level	Medium		
Engine	Inspect belts and hoses	High		
Engine	Listen for unusual engine noises	High		
Engine	Check battery condition	Medium	Mike Johnson	In Progress
Transmission	Check transmission fluid	High		
Transmission	Test transmission performance	High		
Transmission	Listen for transmission noises	High		
Brakes	Inspect brake pads and rotors	High		
Brakes	Test brake functionality	High		
Brakes	Check brake fluid level	High		
Suspension	Inspect shock absorbers	Medium		
Suspension	Check for suspension noises	Medium		
Suspension	Test ride comfort	Medium		
Exhaust	Inspect exhaust system	Medium	Emily White	In Progress
Exhaust	Check for exhaust leaks	Medium		
Exhaust	Listen for exhaust noises	Medium		
Test Drive	Test acceleration	High		
Test Drive	Test steering and handling	High		
Test Drive	Check for vibrations	High		
Test Drive	Test cruise control	Medium		
Test Drive	Observe dashboard warning lights	High		
Documentation	Check vehicle history report	High		
Documentation	Verify VIN	High		
Documentation	Review maintenance records	Medium		
Documentation	Confirm ownership documents	High		
Documentation	Check for recalls	Medium		

## NOTES &amp; COMMENTS

[illegible]