

(Your company's name address, telephone # and email address here)

TCP # _____

SAMPLE

Letter of Acceptance-19 point inspection Check

19-point inspection

1. Foot brake -check for even wear on all brake pads/shoes and measure the wear (wear cannot be greater than 50%)
2. Emergency brake - check that the emergency brake is functioning
3. Steering mechanism -check the steering wheel for excessive stickiness or looseness
4. Windshield - Check for cracks and obstructions. Obstructions are only allowed in the top-right and bottom right seven (7) square inches and bottom left five (5) square inches of the windshield.
5. Rear window and other glass - Check all glass for cracks. There should be no obstruction on the rear window.
6. Windshield Wipers -Turn windshield wipers on, check all speeds and make sure wipers are not sticking.
7. Headlights - Turn on headlights, walk to front of the vehicle and check for brightness and visibility. Turn on the high beams and check for brightness and visibility.
8. Taillights - Turn on the taillights, walk to the back of the vehicle and check for brightness and visibility.
9. Turn signal indicator lights - Turn on the right indicator and walk around the vehicle to check for brightness and visibility. Repeat with the left indicator and hazard lights.
10. Stop lights - Press down on the brake pedal and have someone else check all three brake lights for brightness and visibility.
11. Front seat mechanism -Adjust the front seat all the way forwards, all the way backwards, and adjust the seat back.
12. Doors - Open, close, and lock each door on the vehicle.
13. Horn - Honk the horn. Make sure it is reasonably loud.
14. Speedometer - Put the vehicle in drive and begin to accelerate. Make sure speedometer needle rises as the vehicle accelerates.
15. Bumpers - Walk around the vehicle and make sure that one front bumper and one back bumper are securely attached to the vehicle.
16. Muffler and exhaust system - Turn the vehicle on and rev the engine. Check for excessive noise.

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17. Condition of tires including tread depth - Check the tires for even tread and measure the tread depth (minimum tread depth is 5/32 across the tread width).
18. Interior and exterior rear view mirror - Sit in the driver's seat and adjust the mirrors. Make sure nothing is obstructing the side or rear view mirrors.
19. Safety belt for drivers and passengers - Buckle in all of the seat belts. Pull on them once to make sure they are locked in. Unbuckle all the seat belts to make sure they are functioning properly.

Declaration

I declare, under penalty of perjury, that the above 19-point inspection has been performed and the information provided on this form, and in any attachments, is true and correct.

Dated: _____

Signature of Person who performed inspection