



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.: _____

APPRAISED BY: _____

☐ UCDA Lien Search & Kwik Check™ ☐ CAN✓CHECK™
☐ Auto Check™ ☐ Ontario History Search
☐ Out-of-Province Lien Search ☐ CARFAX™

LAST NAME _____ FIRST NAME _____

ADDRESS _____ CITY _____ PROVINCE _____ POSTAL CODE _____

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

VIN # _____ 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) ☐ Km or ☐ Miles _____ IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK? ☐ Yes ☐ No
IF YES, EXPLAIN: _____

IF DISTANCE TRAVELLED UNKNOWN, EXPLAIN _____

DAILY RENTAL ☐ Yes ☐ No POLICE CRUISER ☐ Yes ☐ No ANTI-LOCK BRAKES INOPERABLE ☐ Yes ☐ No ☐ N/A

FIRE DAMAGED ☐ Yes ☐ No EMERG. SERVICES VEHICLE ☐ Yes ☐ No AIR BAGS MISSING INOPERABLE ☐ Yes ☐ No ☐ N/A

IMMERSED IN WATER ☐ Yes ☐ No TAXI OR LIMO ☐ Yes ☐ No POLLUTION CONTROL INOPERABLE ☐ Yes ☐ No ☐ 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 _____

INSPECTION AT APPRAISAL:

☐ ENGINE STARTS & RUNS ☐ ENGINE STARTS & RUNS

☐ TRANSMISSION FORWARD & REVERSE ☐ TRANSMISSION FORWARD & REVERSE

☐ ENGINE LIGHT - ON THEN GOES OFF ☐ ENGINE LIGHT - ON THEN GOES OFF

☐ ANTI-LOCK BRAKES - ON THEN GOES OFF ☐ ANTI-LOCK BRAKES - ON THEN GOES OFF

☐ AIRBAGS - ON THEN GOES OFF ☐ AIRBAGS - ON THEN GOES OFF

☐ AIR CONDITIONING OPERATING ☐ AIR CONDITIONING OPERATING

☐ AWD / 4 WD OPERATING ☐ AWD / 4 WD OPERATING

☐ WINDSHIELD - NO CRACKS ☐ WINDSHIELD - NO CRACKS

☐ CD, CASSETTE, ENTERTAINMENT CENTRE ☐ CD, CASSETTE, ENTERTAINMENT CENTRE

DISTANCE TRAVELLED AT APPRAISAL: _____

DISTANCE TRAVELLED AT DELIVERY: _____

REPAIRS REQUIRED:

☐ PAINT _____

☐ BRAKES _____

☐ TIRES _____

☐ ENGINE _____

☐ TRANSMISSION _____

☐ BODY WORK / DENTS _____

☐ GLASS _____

☐ OTHER _____

☐ VALUE OF TRADE-IN: \$ _____

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: No written response required here.

Task completed: Yes: ☐

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

Answer: No written response required here.

Task completed: Yes: ☐

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: No written response required here.

Task completed: Yes: ☐

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: No written response required here.

Task completed: Yes: ☐
