

Chassis #



Road Test

STATIONARY REVIEW (CONT'D.)

AREA	Meets MINI Guidelines & Standards	Comments:
Electrical		
Vanity/visor	<input type="checkbox"/>	
Map/interior	<input type="checkbox"/>	
Headlights	<input type="checkbox"/>	
Fog lights, front/rear if applicable	<input type="checkbox"/>	
Turn signals	<input type="checkbox"/>	
Hazard flasher	<input type="checkbox"/>	
Parking/side marker	<input type="checkbox"/>	
Brake lights (3)	<input type="checkbox"/>	
Back-up lights	<input type="checkbox"/>	
Rear PDC	<input type="checkbox"/>	
License Plate lights	<input type="checkbox"/>	
Dash and console	<input type="checkbox"/>	
Door lock	<input type="checkbox"/>	
Seat heater(s)	<input type="checkbox"/>	
Power window(s)	<input type="checkbox"/>	
Cigarette lighter(s)	<input type="checkbox"/>	
Power sunroof	<input type="checkbox"/>	
Convertible top, and sunroof section	<input type="checkbox"/>	

SECTION 6: ROLLING REVIEW

Checklist to be completed following testing cycle, not while driving the vehicle.

AREA	Meets MINI Guidelines & Standards	Comments:
Engine Performance		
Cold/hot starting	<input type="checkbox"/>	
Idle smoothness	<input type="checkbox"/>	
Acceleration	<input type="checkbox"/>	
Transmission Shifting		
Manual/Automatic/CVT	<input type="checkbox"/>	
Cruise Control		
Function(s)	<input type="checkbox"/>	
Noise		
Wind	<input type="checkbox"/>	
Squeaks	<input type="checkbox"/>	
Rattles	<input type="checkbox"/>	
Vehicle Handling		
Vibration	<input type="checkbox"/>	
Stability	<input type="checkbox"/>	
Braking	<input type="checkbox"/>	
ABS	<input type="checkbox"/>	
DSC	<input type="checkbox"/>	
Steering Wheel		
Alignment	<input type="checkbox"/>	
Instrument Gauges		
Operation	<input type="checkbox"/>	
Reset Tire Pressure Monitoring (if equipped) if tire pressure has been adjusted	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

SECTION 7: APPROVAL

Technician's, Service Manager's, and MINI NEXT Manager's signatures certify that the vehicle has been carefully inspected and that apparent deficiencies have been corrected. This is a pre-owned vehicle; no claim is made, implied or otherwise, that this vehicle is in new condition.

ARE ALL 4 PAGES PRINTED & COMPLETED YES NO

TECHNICIAN NAME: _____ TECH NO.: _____ SIGNATURE: _____ DATE: _____
 SERVICE MANAGER: _____ SIGNATURE: _____ DATE: _____
 MINI NEXT MANAGER NAME: _____ SIGNATURE: _____ DATE: _____
 CUSTOMER NAME: _____ SIGNATURE: _____ DATE: _____

Vehicle Inspection Checklist

For complete details, please refer to the Inspection Guidelines Section of the MINI NEXT Dealer Operations Manual

Enrollment & Vehicle History

STOCK NO.: _____
 DATE: _____ DEALER NAME: _____ DEALER NO.: _____
 CHASSIS NO.: _____ MILEAGE: _____ MODEL: _____ MODEL YEAR: _____
 Keys (Model Dependent): Masters Valet Wallet **Mileage is to be verified by attaching a copy of the Key Reader!**
 SOURCE: MINI FS OFF-LEASE OTHER OFF-LEASE TRADE-IN AUCTION OTHER

SECTION 1: VEHICLE BACKGROUND & MAINTENANCE

CPO ENROLLMENT DATE: _____ **If NOT enrolled as CPO [Pending or Active], STOP!**

SERVICE ADVISOR NAME: _____ EMPLOYEE # _____
 REPAIR ORDER #: _____ DATE OPENED: _____
 IN-SERVICE DATE: _____

Condition Based Service (CBS)

Item	Service is Due in:	Comments:
Engine Oil	_____ Date/Miles	_____
Front Brakes	_____ Miles	_____
Rear Brakes	_____ Miles	_____
Vehicle Check	_____ Date/Miles	_____

CBS printout REQUIRED!

Item	Service is Due in:	Comments:
Brake Fluid	_____ Months	_____
Microfilter	_____ Miles	_____
Air Cleaner	_____ Date/Miles	_____
Spark Plugs	_____ Miles	_____

VEHICLE MAINTENANCE HISTORY

Engine Oil Services:	YES	Date of Service
First Service	<input type="checkbox"/>	_____
Next or Annual	<input type="checkbox"/>	_____
Next or Annual	<input type="checkbox"/>	_____
Next or Annual	<input type="checkbox"/>	_____

DCSnet Warranty Vehicle Inquiry printout REQUIRED!

Brake Services:	YES	Date of Service
Front Pads	<input type="checkbox"/>	_____
Rear Pads	<input type="checkbox"/>	_____
Front Rotors	<input type="checkbox"/>	_____
Rear Rotors	<input type="checkbox"/>	_____
Fluid Replacement	<input type="checkbox"/>	_____

OPEN CAMPAIGNS? YES NO
NON-MINI PERFORMANCE MODIFICATIONS? YES NO
HAS CARFAX OR AUTOCHECK REPORT BEEN RUN? YES NO
 Does CARFAX or AutoCheck Report disqualify for MINI NEXT? YES NO

Other
 Belt Replaced _____
 Wipers/Inserts FT RR _____
 Filters (Cabin/Engine) _____

BODY REPAIR HISTORY? YES NO

Body Repair History: Repair Order(s): _____ Date _____ Dealer _____ Mileage _____
 Comments - include any known damage/repairs: _____

INSTRUMENT CLUSTER:

Has the Instrument Cluster been replaced? YES NO
 If YES, does the current Cluster reflect the **TOTAL** and **TRUE** mileage? YES NO
 Dealer/Factory Installed JCW Kit YES NO
 JCW Kit Registered on DCSNet YES NO

STOP! Vehicles NOT qualified for enrollment or sale as MINI NEXT:
 - Inconsistent or incomplete maintenance history
 - Non-MINI performance modifications
 - Disqualifying CARFAX or AutoCheck report

SECTION 2: WHEEL ASSEMBLY

TIRE INSPECTION

TIRE TREAD DEPTH (minimum 3 mm when measured from the TOP of wear indicators) & SIDEWALL INSPECTION:

Location	Pressure	Inside	Center	Outside	O E M*	Brand, Type, Size, Speed Rating, Tread, & Condition:
Left Front	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Left Rear	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Spare (if applicable)	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Right Rear	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Right Front	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____

WHEEL INSPECTION

Location	O E M*	Style, Condition & Torque:	Location:	O E M*	Style, Condition & Torque:
Left Front	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	Right Rear	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Left Rear	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	Right Front	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Spare (if applicable)	<input type="checkbox"/> Y <input type="checkbox"/> N	_____			

BRAKE INSPECTION

BRAKE PADS (minimum 5 mm of friction material) & **ROTOR INSPECTION:**

Location	Pad Measurement	O E M*	Rotor Condition	O E M*	Comments:
Left Front	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Left Rear	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Right Rear	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Right Front	_____ mm	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____

* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) MINI parts. Refer to the MINI NEXT Dealer Operations Manual, Section 2 - Vehicle Inspection Guidelines & Standards.

Chassis # _____



Body & Mechanical

SECTION 3: BODY CONDITION, FIT & FINISH

AREA	Meets MINI Guidelines & Standards	Comments	AREA	Meets MINI Guidelines & Standards	Comments						
Front bumper	<input type="checkbox"/>	_____	GLASS AREA	<input type="checkbox"/> Y <input type="checkbox"/> N	_____						
Hood	<input type="checkbox"/>	_____				Windshield	<input type="checkbox"/> Y <input type="checkbox"/> N	_____			
Core support	<input type="checkbox"/>	_____				Door & side glass	<input type="checkbox"/> Y <input type="checkbox"/> N	_____			
Engine carrying rails	<input type="checkbox"/>	_____				Rear window	<input type="checkbox"/> Y <input type="checkbox"/> N	_____			
Inner fenders	<input type="checkbox"/>	_____				Exterior mirrors	<input type="checkbox"/> Y <input type="checkbox"/> N	_____			
Front fenders: left & right	<input type="checkbox"/>	_____				Interior mirror	<input type="checkbox"/> Y <input type="checkbox"/> N	_____			
Doors: left/right	<input type="checkbox"/>	_____				INTERIOR	<input type="checkbox"/>	_____			
A pillar: left/right	<input type="checkbox"/>	_____							Door weather seal	<input type="checkbox"/>	_____
B pillar: left/right	<input type="checkbox"/>	_____							Carpet/floor mats	<input type="checkbox"/>	_____
C pillar: left/right	<input type="checkbox"/>	_____							Interior trim	<input type="checkbox"/>	_____
D pillar: left/right	<input type="checkbox"/>	_____	Cupholder(s)	<input type="checkbox"/>	_____						
Rocker/sill panels	<input type="checkbox"/>	_____	Interior light(s)	<input type="checkbox"/>	_____						
Roof	<input type="checkbox"/>	_____	Glovebox	<input type="checkbox"/>	_____						
Convertible top	<input type="checkbox"/>	_____	Seats	<input type="checkbox"/>	_____						
Sunroof (Hardtop)	<input type="checkbox"/>	_____	Headliner	<input type="checkbox"/>	_____						
Quarter panel: left/right	<input type="checkbox"/>	_____	Manuals	<input type="checkbox"/>	_____						
Antenna	<input type="checkbox"/>	_____	TRUNK	<input type="checkbox"/>	_____						
Hatch (model dependent)	<input type="checkbox"/>	_____				Tools	<input type="checkbox"/>	_____			
Tailgate (model dependent)	<input type="checkbox"/>	_____				Jack (model dependent)	<input type="checkbox"/>	_____			
Club doors (model dependent)	<input type="checkbox"/>	_____				Cargo Net (model dependent)	<input type="checkbox"/>	_____			
Rear license plate	<input type="checkbox"/>	_____				Cargo Cover (model dependent)	<input type="checkbox"/>	_____			
Rear taillight assemblies OEM* <input type="checkbox"/> Y <input type="checkbox"/> N		_____				Cargo Mat (model dependent)	<input type="checkbox"/>	_____			
Rear bumper	<input type="checkbox"/>	_____				KEYS	<input type="checkbox"/>	_____			
Park Distance Control	<input type="checkbox"/>	_____							Master	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	_____
Spare wheel well	<input type="checkbox"/>	_____							Valet (model dependent)	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	_____
Rear floor pan	<input type="checkbox"/>	_____							Wallet (model dependent)	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	_____
Inner trunk panels	<input type="checkbox"/>	_____	B pillar stickers:	<input type="checkbox"/>	_____						
Fuel-filler door	<input type="checkbox"/>	_____							VIN ID	<input type="checkbox"/>	_____
Mirror assembly (2)	<input type="checkbox"/>	_____							Tire Placard	<input type="checkbox"/>	_____
Alignment of all panels	<input type="checkbox"/>	_____							* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) MINI parts. Refer to the MINI NEXT Dealer Operations Manual, Section 2 - Vehicle Inspection Guidelines & Standards.		

SECTION 4: MECHANICAL

AREA	Meets MINI Guidelines & Standards	Comments	AREA	Meets MINI MECHANICAL Guidelines & Standards	Comments						
Headlight assembly	OEM* <input type="checkbox"/> Y <input type="checkbox"/> N	_____	Fluid levels:	<input type="checkbox"/>	_____						
Fog light assembly	OEM* <input type="checkbox"/> Y <input type="checkbox"/> N	_____				Engine Oil	<input type="checkbox"/>	_____			
Headlight washer jets (optional)	<input type="checkbox"/>	_____				Brake	<input type="checkbox"/>	_____			
Wiper blade, assembly & jets	<input type="checkbox"/>	_____				Power steering	<input type="checkbox"/>	_____			
Door handle, hinge & lock	<input type="checkbox"/>	_____				Washer	<input type="checkbox"/>	_____			
Central locking functions	<input type="checkbox"/>	_____				Transmission	<input type="checkbox"/>	_____			
Comfort Access	<input type="checkbox"/>	_____				Coolant	<input type="checkbox"/>	_____			
Alarm functions	<input type="checkbox"/>	_____				Coolant Protection Level:	<input type="checkbox"/>	_____			
Seat and headrest functions	<input type="checkbox"/>	_____							-5F -10F -15F -20F -25F -30F -35F	<input type="checkbox"/>	_____
Safety belt(s)	OEM* <input type="checkbox"/> Y <input type="checkbox"/> N	_____							(circle one) SERVICE ACCEPTABLE GOOD		
Airbag(s)	OEM* <input type="checkbox"/> Y <input type="checkbox"/> N	_____	Fluid leaks:	<input type="checkbox"/>	_____						
Airbags (Side Curtain) Deactivated	<input type="checkbox"/> Y <input type="checkbox"/> N	_____							(of components, lines, tanks & couplings)	<input type="checkbox"/>	_____
Child locking functions	<input type="checkbox"/>	_____							Transmission	<input type="checkbox"/>	_____
Fuel-filler door locking	<input type="checkbox"/>	_____							Differential Front/Rear	<input type="checkbox"/>	_____
Trunk lock	<input type="checkbox"/>	_____							CV joints and boots	<input type="checkbox"/>	_____
Rear wiper (optional)	<input type="checkbox"/>	_____							Gas	<input type="checkbox"/>	_____
Shock absorbers	<input type="checkbox"/>	_____							Engine Oil	<input type="checkbox"/>	_____
Suspension components OEM* <input type="checkbox"/> Y <input type="checkbox"/> N		_____				Brake	<input type="checkbox"/>	_____			
Front control arm bushings	<input type="checkbox"/>	_____				Power steering	<input type="checkbox"/>	_____			
Steering	<input type="checkbox"/>	_____				Shocks & Struts	<input type="checkbox"/>	_____			
Major component mounts	<input type="checkbox"/>	_____	Coolant	<input type="checkbox"/>	_____						
Exhaust system	<input type="checkbox"/>	_____	A/C	<input type="checkbox"/>	_____						
Poly-V Belt	<input type="checkbox"/>	_____	Hydraulic	<input type="checkbox"/>	_____						
Belt tensioner	<input type="checkbox"/>	_____	Battery Voltage:	<input type="checkbox"/>	_____						
Cooper S JCW only: Spark Plugs	<input type="checkbox"/>	_____				12.0 and Below 12.1 12.49 12.5 12.7	<input type="checkbox"/>	_____			
						(circle one) REPLACE CHARGE GOOD					
						The minimum voltage for delivery of any Pre-Owned MINI to a customer is 12.50V. Note: See "Battery Inspection/State of Charge" in the MINI NEXT Dealer Operations Manual					
						Diagnostic fault review: Corrected <input type="checkbox"/> & Cleared <input type="checkbox"/>					

PLEASE CONTINUE TO NEXT PAGE
12MCPCKLST 10-13

Vehicle Inspection Checklist

Chassis # _____

Road Test

**Minimum road test time period: 20 uninterrupted minutes.
Minimum road test distance: 5 continuous miles!**

SECTION 5: STATIONARY REVIEW

Mileage Before: _____ Mileage After: _____
Mileage (BEFORE and AFTER) is to be verified through attaching a copy of the Key Reader!

AREA	Meets MINI Guidelines & Standards	Comments:
Driver's Seat Functions	Safety Belt	<input type="checkbox"/>
	Front/back-up/down	<input type="checkbox"/>
	Headrest	<input type="checkbox"/>
	Lumbar (where applicable)	<input type="checkbox"/>
Mirror Functions	Outside left/right	<input type="checkbox"/>
	Interior - self dimming	<input type="checkbox"/>
Navigation System	Functional Test and Deliver with a working CD or DVD.	<input type="checkbox"/>
	Rain Sensor Operation	<input type="checkbox"/>
Windshield On-Board Computer Steering Wheel	Functional test	<input type="checkbox"/>
	Adjustable	<input type="checkbox"/>
Stalk controls	Airbag	<input type="checkbox"/>
	Audio functions	<input type="checkbox"/>
	Horn functions	<input type="checkbox"/>
	Wiper/washer	<input type="checkbox"/>
	High beams	<input type="checkbox"/>
Pedal Function	Computer	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Brake	<input type="checkbox"/>
Gearshift Function Parking Brake Function	Clutch (where applicable)	<input type="checkbox"/>
		<input type="checkbox"/>
HVAC Control	Heat: (circle one)	50F 55F 60F 65F 70F 75F 85F
		SERVICE ACCEPTABLE GOOD
A/C: (circle one)		40F 45F 50F 55F 60F 65F 70F
		GOOD ACCEPTABLE SERVICE
Audio Function	Fan	<input type="checkbox"/>
	Temp range	<input type="checkbox"/>
	Blower speeds	<input type="checkbox"/>
	Blower: Defrost	<input type="checkbox"/>
	Center	<input type="checkbox"/>
	Lower	<input type="checkbox"/>
	Vent controls	<input type="checkbox"/>
	Windshield defogger	<input type="checkbox"/>
	Rear window defrost	<input type="checkbox"/>
	Re-circulating	<input type="checkbox"/>
Convertible Top	Radio:	AM
		FM
		CD
		Satellite Radio (if applicable)
		iPod Adapter (if applicable)
		Aux Input
		Speakers:
		Balance
		Fade
		Sunroof section
Top Opening & Closing sequence	<input type="checkbox"/>	

PLEASE CONTINUE TO NEXT PAGE
12MCPCKLST 10-13