

# Vehicle Conditioning Guide, January 2016



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## Vehicle Conditioning Guide

The purpose of this guide is to provide you with the more common aspects regarding rating a vehicles prior condition. This guide is a guide only and is not intended to cover every scenario/condition that could be identified during the inspection process. You must use good judgment and take into consideration the multiple vehicle segments, regional considerations and category descriptions when selecting a rating that best meets the prior condition of the loss vehicle.

### General Information/Use

- Conditioning Categories that are being considered separately for Refurbishment should be rated as "Unknown/Typical". WorkCenter Total Loss considers Refurbishments as new/rebuilt engine/transmission, complete refinishing, complete interior replacement, and new tire replacement.
- WorkCenter Total Loss provides a separate adjustment for Prior Damage. Misapplication of these adjustments could result in duplicate or insufficient adjustments. If a Prior Damage estimate is completed and applied under the Prior Damage Section, the conditioning corresponding condition rating should be entered as "Unknown/Typical".
- Conditioning Categories that are not accessible (Engine/Transmission) for visual inspection should be rated as "Unknown/Typical".
- Consider adding Conditioning Comments when rating categories below or above Rating 3. This will assist in the settlement of the total loss claim.

### Important Information

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# Legend

## Interior Conditions

Seats/Carpet	Measurement
Small Cut/Tear, Burn Hole	Less than 3" , Dime size or smaller
Large Tear/Rip	Greater than 3"
Interior Trim/Dash/Console	Measurement
Small Cut/Gouge, Burn Hole/Mark	Less than 3"
Small Burn Hole/Mark	Dime size or smaller
Small Crack	Less than 3"
Large Crack	Greater than 3"
Missing/Damaged	Requires Replacement

## Exterior Conditions

Body	Measurement
Dings	Dime to Quarter Size (Parking Lot)
Small Dent/Crease	Less than 6"
Large Dent/Crease	Greater than 6"
Paint	Measurement
Small Scratches/Scrapes	Less than 6"
Large Deep Scratch/Scrape	Greater than 6"
Exterior Trim	Measurement
Small Impact	Less than 6"
Large Impact	Greater than 6"
Missing/Damaged	Requires Replacement

**Body Dings are defined as "parking lot sized" damage.**

1. "Isolated" which is defined as a few (1-2) Insignificant Dings.
2. "Multiple" which is defined as 3 or more Dings.
3. "Numerous" which is defined as multiple exterior panels covered with Dings.
4. "Majority Exterior" which is defined as Dings covering the majority of exterior.

**Small Scratches/Scrapes are defined as the smaller (less than 3") damage that penetrated the paint.**

1. "Isolated" which is defined as a few (1-2) Insignificant Small Scratches/Scrapes.
2. "Multiple" which is defined as 3 or more Small Scratches/Scrapes.
3. "Numerous" which is defined as multiple exterior panels covered with Small Scratches/Scrapes.
4. "Majority Exterior" which is defined as Small Scratches/Scrapes covering the majority of exterior.

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		2017 - 2016 Model Years	
<b>Interior</b>	<b>Seats</b> Seat backs and headrests. Includes third seats in vans, SUVs and wagons.	5	Not applicable for this model year segment
		4	Not applicable for this model year segment
		3	<b>Minimal Wear. Non-Permanent Soiling/Staining. Seam(s) Intact.</b>
		2	Moderate Wear. Single Permanent Soil/Stain. Small Cut/Tear/Burn Hole. Seat Back Cracked. Leather Seat(s) Creasing, Missing Headrest(s).
		1	Significant Wear. Multiple Permanent Soils/Stains. Multiple Small Cuts/Tears/Burn Holes. Large Tear/Rip. Multiple Seat Backs Cracked. Seam(s) Separated. Extensive Creasing. Leather Seat(s) Spilt/Open. Mismatched Seats. Missing Seat(s) /Third Row Seat. Rating also reserved for damage requiring Seat(s) Replacement.
	<b>Carpet</b> Does not include trunk or floor mats.	5	Not applicable for this model year segment
		4	Not applicable for this model year segment
		3	<b>Minimal Wear. Non-Permanent Soiling/Staining.</b>
		2	Moderate Wear. Single Permanent Soil/Stain. Small Cut/Tear/Burn Hole.
		1	Significant Wear. Multiple Permanent Soils/Stains. Multiple Small Cuts/Tears/Burn Holes. Large Tear/Rip. Missing Carpet Section(s). Carpet Disintegrated (under pedals). Rating also reserved for damage requiring Carpet Replacement.
	<b>Headliner Only</b>	5	Not applicable for this model year segment
		4	Not applicable for this model year segment
		3	<b>No Damage</b>
		2	Damage Does Not Require Replacement
		1	Damage Requires Replacement
	<b>Doors/Interior Panels</b> <b>Major:</b> Interior Door/Trim Panels, Steering Wheel, Air Bags, Radio/Radio Faceplate, Trunk Trim/Carpet <b>Minor:</b> Vents, Handles, Knobs, Switches, Pedals, Speakers/Speaker Covers, Visors, Floor Mats, Jack, Spare Tire, Weather-stripping	5	Not applicable for this model year segment
		4	Not applicable for this model year segment
		3	<b>Non-Permanent Marks/Soiling/Staining</b>
		2	Permanent Marks/Soils/Stains. 1-2 Small Cuts/Gouges/Burn Marks. 1-2 Small Cracks. Interior Door/Trim Panel Missing/Damaged. Radio/Radio Faceplate Missing/Damaged. Trunk/Trim/Carpet Missing/Damaged. 1-2 Minor Trim Missing/Damaged.
		1	Significant Permanent Marks/Soils/Stains. > 2 Small Cuts/Gouges, Burn Marks. > 2 Small Cracks. Large Crack. Multiple Interior Door/Trim Panels Missing/Damaged. Major Trim, Steering Wheel/Airbags Missing. > 2 Minor Trim Missing/Damaged. Rating also reserved for damage exceeding this description.
<b>Dash/Console</b> Center and overhead console. Includes Glove and Console Doors.	5	Not applicable for this model year segment	
	4	Not applicable for this model year segment	
	3	<b>Non-Permanent Marks/Soiling/Staining</b>	
	2	Permanent Marks/Soils/Stains. 1-2 Small Cuts/Gouges/Burn Marks. Small Crack. Dash/Console Door(s) Missing/Damaged. Some Fading/Discoloration.	
	1	Significant Permanent Marks/Soils/Stains. > 2 Small Cuts/Gouges/Burn Marks. Multiple Small Cracks. Large Crack. Dash/Console Missing/Damaged. Sun/Weather Damage. Rating also reserved for damage requiring Dash/Console Replacement.	
<b>Glass</b> Excludes moldings, plastic convertible glass.	5	Not applicable for this model year segment	
	4	Not applicable for this model year segment	
	3	<b>No Damage</b>	
	2	Damage is Repairable	
	1	Damage Requires Replacement	

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		2017 - 2016 Model Years				
Exterior	<b>Body</b> Exterior Body Panels. Includes the Interior Truck Bed. Excludes Bumpers and Grilles. If the Truck Bed is in worse condition, the two ratings should be averaged together to reach the appropriate rating for the complete body. If the average results in a x.5 rating. (Example 2.5) the overall rating would be rounded up unless otherwise documented.	5	Not applicable for this model year segment			
		4	Not applicable for this model year segment			
		3	Isolated Ding only visible upon close inspection			
		2	Multiple Dings. Small Dent/Crease. Repairable Hail Damage 1-3 Panels.			
		1	Numerous Dings/ Small Dents/Creases. Large Dent/Crease. Repairable Hail Damage > 3 Panels. Surface/Penetrating Rust. Single Panel Replacement. Poor Quality Repairs. Rating also reserved for damage exceeding this description.			
	<b>Paint</b> Exterior Body Panels. Excludes the Interior Truck Bed, Bumpers, Trim, Spoiler.	5	Not applicable for this model year segment			
		4	Not applicable for this model year segment			
		3	Isolated Small Scratch/Scrape only visible upon close inspection.			
		2	Multiple Small Scratches/Scrapes. Significant Stone Chipping. Large Scratch/Scrape.			
		1	Numerous Small Scratches/Scrapes. Extensive Stone Chipping. Multiple Large Scratches/Scrapes. Color Mismatch. Fading/Oxidation. Paint/ Clear Peeling. Primer/E-Coat Panel(s). Poor Quality Repairs. Rating also reserved for damage exceeding this description.			
	<b>Trim</b> <b>Major Components:</b> Bumpers, Body Cladding, Grilles, Lamps Mirrors, Wheels, Luggage/Roof Racks, Spoilers, Running Boards. <b>Minor:</b> Emblems, Antennas, Wheel Covers, Exterior Moldings, Fuel Door.	5	Not applicable for this model year segment			
		4	Not applicable for this model year segment			
		3	Surface scratches/stone chips visible only upon close inspection			
		2	Multiple surface scratches/stone chips. Single Small Impact. Mismatched Trim. Surface Rust. Fading/Fogging/Oxidation. 1-2 Minor Trim Missing/Damaged. Major Trim Missing/Damaged.			
		1	Significant surface scratches/stone chips. Multiple Small Impacts. Large Impact. Penetrating Rust. Majority Trim Fading/Fogging/Oxidized. > 2 Minor Trim Missing/Damaged. Multiple Major Trim Missing/Damaged. Rating also reserved for damage exceeding this description.			
<b>Vinyl or Convertible Tops</b> Convertible roof including plastic back glass, simulated convertibles, landau, full vinyl top.	5	Not applicable for this model year segment				
	4	Not applicable for this model year segment				
	3	No Damage				
	2	Damage Does Not Require Replacement				
	1	Damage Requires Replacement				
Mechanical	<b>Engine</b> Includes entire engine compartment and components within engine compartment. If engine is inaccessible, enter as Unknown.	5	Not applicable for this model year segment			
		4	Not applicable for this model year segment			
		3	No visible signs of oil / fluid build-up. Components intact.			
		2	Oil / fluid building around covers and gaskets. Belts/Hoses loose / worn. No missing/damaged components requiring replacement.			
		1	Obvious Leaks. Missing or disconnected mechanical parts.			
	<b>Transmission</b> If transmission inaccessible, mark as Unknown.	5	Not applicable for this model year segment			
		4	Not applicable for this model year segment			
		3	No visible signs of oil / fluid build-up. Components intact.			
		2	Oil / fluid building around covers and gaskets. No missing/damaged components requiring replacement.			
		1	Obvious Leaks. Missing or disconnected mechanical parts.			
Tires	Rate tires independently, add ratings for each tire (4) to determine overall rating.	5	95%-100% tread remaining - Rating Factor - 25			
		4	78%-94% tread remaining - Rating Factor - 20			
		3	50%-77% tread remaining - Rating Factor - 15			
		2	25%-49% tread remaining - Rating Factor - 10			
		1	24% or less tread remaining or 2/32nd's - Rating Factor - 0. (includes replacement for sidewall damage/dry rotting/tread sections gouged)			

Vehicle Conditioning Guide

		2015 - 2012 Model Years		
<b>Interior</b>	<b>Seats</b> Seat backs and headrests. Includes third seats in vans, SUV's and wagons.	5	Not applicable for this model year segment	
		4	No Damage	
		3	<b>Minimal Wear. Some Non-Permanent Soiling/Staining. Single Permanent Soil/Stain. Seam(s) Intact. Leather Seat(s) Creasing.</b>	
		2	Moderate Wear. Multiple Permanent Soils/Stains. 1-4 Small Cuts/Tears/Burn Holes. Large Tear/Rip. Seat Back Cracked. Extensive Creasing. Leather Seat(s) Spilt /Open. Seam(s) Separated. Mismatched Seats. Missing Headrest(s).	
		1	Significant Wear. Majority Seating Permanent Soiling/Staining. > 4 Small Cuts/Tears/Burn Holes. Multiple Large Tears/Rips. Multiple Seat Backs Cracked. Disconnected/Missing/Non-Working mechanical parts. Missing Seats/Third Row Seat. Rating also reserved for damage requiring Seat(s) Replacement.	
		5	Not applicable for this model year segment	
	<b>Carpet</b> Does not include trunk or floor mats.	4	No Damage	
		3	<b>Minimal Wear. Some Non-Permanent Soiling/Staining. Single Permanent Soil/Stain.</b>	
		2	Moderate Wear. Multiple Permanent Soils/Stains. 1-4 Small Cuts/Tears/Burn Holes.	
		1	Significant Wear. Majority Carpet Permanent Soiling/Staining. > 4 Small Cuts/Tears/Burn Holes. Large Tear/Rip. Missing Carpet Section(s). Carpet Disintegrated (under pedals). Rating also reserved for damage requiring Carpet Replacement.	
		5	Not applicable for this model year segment	
		<b>Headliner Only</b>	4	Rating not applicable for this component
	3		<b>No Damage</b>	
	2		Damage Does Not Require Replacement	
	1		Damage Requires Replacement	
	5		Not applicable for this model year segment	
	<b>Doors/Interior Panels</b> <b>Major:</b> Interior Door/Trim Panels, Steering Wheel, Air Bags, Radio/Radio Faceplate, Trunk Trim/Carpet <b>Minor:</b> Vents, Handles, Knobs, Switches, Pedals, Speakers/Speaker Covers, Visors, Floor Mats, Jack, Spare Tire, Weather-stripping	4	No Damage	
		3	<b>Non-Permanent Marks/Soiling/Staining. 1-2 Small Cuts/Gouges/Burn Marks. Trim Intact.</b>	
		2	Some Permanent Marks/Soils/Stains. > 2 Small Cuts/Gouges/Burn Marks. 1-2 Small Cracks. Interior Door/Trim Panel Missing/Damaged. Radio/Radio Faceplate Missing/Damaged. Trunk/Trim/Carpet Missing/Damaged. 1-3 Minor Trim Missing/Damaged.	
		1	Significant Permanent Marks/Soiling/Staining. > 2 Small Cracks. Large Crack. Multiple Interior Door/Trim Panels Missing/Damaged. Major Trim, Steering Wheel/Airbags Missing. > 3 Minor Trim Missing/Damaged. Rating also reserved for damage exceeding this description.	
		5	Not applicable for this model year segment	
		<b>Dash/Console</b> Center and overhead console. Includes Glove and Console Doors.	4	No Damage
			3	<b>Non-Permanent Marks/Soiling/Staining. Small Cut/Gouge, Burn Mark.</b>
	2		Some Permanent Marks/Soils/Stains. Multiple Small Cuts/Gouges, Burn Marks. 1-2 Small Cracks. Dash/Console Doors Missing/Damaged. Fading/Discoloration.	
	1		Majority Dash/Console Permanent Marks/Soiling/Staining/Small Cuts/Gouges/Burn Marks. > 2 Small Cracks. Large Crack. Dash/Console Missing/Damaged. Sun/Weather Damage. Rating also reserved for damage requiring Dash/Console Replacement.	
5	Not applicable for this model year segment			
<b>Glass</b> Excludes moldings, plastic convertible glass.	4	Rating not applicable for this component		
	3	<b>No Damage</b>		
	2	Damage is Repairable		
	1	Damage Requires Replacement		

Vehicle Conditioning Guide

		2015 - 2012 Model Years	
Exterior	<b>Body</b> Exterior Body Panels. Includes the Interior Truck Bed. Excludes Bumpers and Grilles. If the Truck Bed is in worse condition, the two ratings should be averaged together to reach the appropriate rating for the complete body. If the average results in a x.5 rating. (Example 2.5) the overall rating would be rounded up unless otherwise documented.	5	Not applicable for this model year segment
		4	No Damage
		3	<b>Isolated Dings. No Dents/Creases.</b>
		2	Multiple Dings. 1-3 Small Dents/Creases. Large Dent/Crease. Repairable Hail Damage 1-3 Panels. Surface Rust 1-2 Panels. Poor Quality Repairs 1-2 Panels.
		1	Numerous Dings. > 3 Small Dents/Creases. Multiple Large Dents/Creases. Single Panel Replacement. Repairable Hail Damage > 3 Panels. Surface Rust > 2 Panels. Penetrating Rust Single Panel. Poor Quality Repairs on > 2 panels. Rating also reserved for damage exceeding this description.
		5	Not applicable for this model year segment
	<b>Paint</b> Exterior Body Panels. Excludes the Interior Truck Bed, Bumpers, Trim, Spoiler.	4	No Damage
		3	<b>Isolated Small Scratches/Scrapes. No Large Scratches/Scrapes.</b>
		2	Multiple Small Scratches/Scrapes. Significant Stone Chipping. 1-3 Large Scratches/Scrapes. Color Mismatch 1-3 Panels. Primed/E-Coat Single Panel. Paint/Clear Peeling Single Panel. Poor Quality Repairs 1-2 panels. Fading/Oxidation Single Panel.
		1	Numerous Small Scratches/Scrapes. Extensive Stone Chipping. > 3 Large Scratches/Scrapes. Color Mismatch >3 Panels. Primed/E-Coat Multiple Panels. Paint/Clear Peeling Multiple Panels. Poor Quality Repairs >2 panels. Fading/Oxidation Multiple Panels. Rating reserved for damage exceeding this description.
		5	Not applicable for this model year segment
		<b>Trim Components:</b> Bumpers, Body Cladding, Grilles, Lamps Mirrors, Wheels, Luggage/Roof Racks, Spoilers, Running Boards. <b>Minor:</b> Emblems, Antennas, Wheel Covers, Exterior Moldings, Fuel Door.	4
	3		<b>Minimal Surface scratches/stone chips. Single Small Impact.</b>
	2		Significant surface scratches/stone chips. Multiple Small Impacts. Single Large Impact. Mismatched Trim. Surface Rust. Fading/Fogging/Oxidation. 1-2 Minor Trim Missing/Damaged. Major Trim Missing/Damaged.
	1		Majority Trim Small Impacts. Multiple Large Impacts. Penetrating Rust. Majority Trim Fading/Fogging/Oxidized. > 2 Minor Trim Missing/Damaged. Multiple Major Trim Missing/Damaged. Rating also reserved for damage exceeding this description.
	5		Not applicable for this model year segment
	<b>Vinyl or Convertible Tops</b> Convertible roof including plastic back glass, simulated convertibles, landau, full vinyl top.		4
		3	No Damage
2		Damage Does Not Require Replacement	
1		Damage Requires Replacement	
<b>Engine</b> Includes entire engine compartment and components within engine compartment. If engine is inaccessible, enter as Unknown.		5	Not applicable for this model year segment
		4	Reflects a Condition/Care Exceeding Typical Maintenance. No visible signs of oil / fluid build-up. Components intact.
	3	<b>Belts/Hoses firm. Some oil/fluid building around covers and gaskets. No missing/damaged components.</b>	
	2	Significant amount of oil / fluid building around covers and gaskets. Belts/Hoses loose / worn. No missing/damaged components.	
	1	Rating is reserved for a condition evident of severe abuse. Obvious Leaks. Missing or disconnected mechanical parts.	
	<b>Transmission</b> If transmission inaccessible, mark as Unknown.	5	Not applicable for this model year segment
4		Reflects a Condition/Care Exceeding Typical Maintenance. No visible signs of oil / fluid build-up. Components intact.	
3		<b>Some oil/fluid building around covers and gaskets. No missing/damaged components.</b>	
2		Significant amount of oil / fluid building around covers and gaskets. No missing/damaged components.	
1		Rating is reserved for a condition evident of severe abuse. Obvious Leaks. Missing or disconnected mechanical parts.	
<b>Tires</b> Rate tires independently, add ratings for each tire (4) to determine overall rating.		5	95%-100% tread remaining - Rating Factor - 25
	4	78%-94% tread remaining - Rating Factor - 20	
	3	50%-77% tread remaining - Rating Factor - 15	
	2	25%-49% tread remaining - Rating Factor - 10	
	1	24% or less tread remaining or 2/32nd's - Rating Factor - 0. (includes replacement for sidewall damage/dry rotting/tread sections gouged)	

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		2011 - 2006 Model Years	
<b>Interior</b>	<b>Seats</b> Seat backs and headrests. Includes third seats in vans, SUVs and wagons.	5	No Damage
		4	Minimal Wear. Non-Permanent Soiling/Staining. Seam(s) Intact.
		3	<b>Moderate Wear. Single Permanent Soil/Stain. Small Cut/Tear/ Burn Hole. Leather Seat(s) Creasing.</b>
		2	Significant Wear. Multiple Permanent Soils/Stains. Multiple Small Cuts/Tears/Burn Holes. Large Tear/Rip. Seat Back Cracked. Extensive Creasing. Leather Seat(s) Spilt/Open. Mismatched Seats. Missing Headrest(s). Seam(s) Separated.
		1	Majority Seating Permanent Soiling/Staining/ Small Cuts/Tears/Burn Holes. Multiple Large Tears/Rips. Multiple Seat Backs Cracked. Disconnected/Missing/Non-Working mechanical parts. Missing Seats/ Third Row Seat. Rating also reserved for damage requiring Seat(s) Replacement.
	<b>Carpet</b> Does not include trunk or floor mats.	5	No Damage
		4	Minimal Wear. Non-Permanent Soiling/Staining.
		3	<b>Moderate Wear. Single Permanent Soil/Stain. Small Cut/Tear/ Burn Hole. Leather Seat(s) Creasing.</b>
		2	Significant Wear. Multiple Permanent Soils/Stains. Multiple Small Cuts/Tears/Burn Holes. Large Tear/Rip.
		1	Majority Carpet Permanent Soiling/Staining/ Small Cuts/Tears/Burn Holes. Multiple Large Tears/Rips. Missing Carpet Section(s). Carpet Disintegrated (under pedals). Rating also reserved for damage requiring Carpet Replacement.
	<b>Headliner Only</b>	5	Rating not applicable for this component
		4	Rating not applicable for this component
		3	<b>No Damage</b>
		2	Damage Does Not Require Replacement
		1	Damage Requires Replacement
	<b>Doors/Interior Panels</b> Major: Interior Door/Trim Panels, Steering Wheel, Air Bags, Radio/Radio Faceplate, Trunk Trim/Carpet Minor: Vents, Handles, Knobs, Switches, Pedals, Speakers/Speaker Covers, Visors, Floor Mats, Jack, Spare Tire, Weather-stripping	5	No Damage
		4	Non-Permanent Marks/Soiling/Staining. Trim Intact.
		3	<b>Some Permanent Marks/Soils/Stains. 1-3 Small Cuts/Gouges/Burn Marks. Small Crack.</b>
		2	Significant Permanent Marks/Soils/Stains. > 3 Small Cuts/Gouges/Burn Marks. Multiple Small Cracks. Large Crack. Interior Door/Trim Panel Missing/Damaged. Radio/Radio Faceplate Missing/Damaged. Trunk/Trim/Carpet Missing/Damaged. 1-4 Minor Trim Missing/Damaged.
		1	Majority Interior Trim Permanent Marks/Soiling/Staining/Small Cuts/Gouges/Burn Marks/Small Cracks. Multiple Large Cracks. Multiple Interior Door/Trim Panels Missing/Damaged. Steering Wheel/Airbags Missing. > 4 Minor Trim Missing/Damaged. Rating also reserved for damage exceeding this description.
<b>Dash/Console</b> Center and overhead console. Includes Glove and Console Doors.	5	No Damage	
	4	Non-Permanent Marks/Soiling/Staining.	
	3	<b>Some Permanent Marks/Soiling/Staining. Small Cut/Gouge/Burn Mark.</b>	
	2	Significant Permanent Marks/Soiling/Staining. >2 Small Cuts/Gouges/Burn Marks. 1-3 Small Cracks. Large Crack. Dash/Console Doors Missing/Damaged. Fading/Discoloration.	
	1	Majority Dash/Console Permanent Marks/Soiling/Staining/Small/Cuts/Gouges. > 3 Small Cracks. Multiple Large Cracks. Sun/Weather Damage Dash/Console Missing/Damaged. Rating also reserved for damage requiring Dash/Console Replacement.	
<b>Glass</b> Excludes moldings, plastic convertible glass.	5	Rating not applicable for this component	
	4	Rating not applicable for this component	
	3	<b>No Damage</b>	
	2	Damage is Repairable	
	1	Damage Requires Replacement	



Vehicle Conditioning Guide

		2011 - 2006 Model Years				
Exterior	<b>Body</b> Exterior Body Panels. Includes the Interior Truck Bed. Excludes Bumpers and Grilles. If the Truck Bed is in worse condition, the two ratings should be averaged together to reach the appropriate rating for the complete body. If the average results in a x.5 rating. (Example 2.5) the overall rating would be rounded up unless otherwise documented.	5	No Damage			
		4	Isolated Dings. No Dents/Creases.			
		3	<b>Multiple Dings. 1-2 Small Dents/Creases.</b>			
		2	Numerous Dings. > 2 Small Dents/Creases. Large Dent/Crease. Repairable Hail Damage 1-3 Panels. Surface Rust 1-2 Panels. Single Panel Replacement. Penetrating Rust Single Panel. Poor Quality Repairs 1-2 Panels.			
		1	Majority Exterior Dings/Small Dents/Creases. Multiple Large Dents/Creases. Multiple Panel Replacement. Repairable Hail Damage > 3 Panels. Surface Rust > 2 Panels. Penetrating Rust Multiple Panels. Poor Quality Repairs >2 panels. Rating also reserved for damage exceeding this description.			
	<b>Paint</b> Exterior Body Panels. Excludes the Interior Truck Bed, Bumpers, Trim, Spoiler.	5	No Damage			
		4	Isolated Small Scratches/Scrapes.			
		3	<b>Multiple Small Scratches/Scrapes. 1-2 Large Scratch/Scrape.</b>			
		2	Numerous Small Scratches/Scrapes. Significant Stone Chipping. > 2 Large Scratches/Scrapes. Color Mismatch 1-3 Panels. Primed/E-Coat Single Panel. Paint/Clear Peeling Single Panel. Poor Quality Repairs 1-2 panels. Fading/Oxidation Single Panel.			
		1	Majority Exterior Small Scratches/Scrapes/ Large Scratches/Scrapes. Extensive Stone Chipping. Color Mismatch >3 Panels. Primed/E-Coat Multiple Panels. Paint/Clear Peeling Multiple Panels. Poor Quality Repairs >2 panels. Fading/Oxidation Multiple Panels. Rating reserved for damage exceeding this description.			
	<b>Trim</b> <b>Major Components:</b> Bumpers, Body Cladding, Grilles, Lamps Mirrors, Wheels, Luggage/Roof Racks, Spoilers, Running Boards. <b>Minor:</b> Emblems, Antennas, Wheel Covers, Exterior Moldings, Fuel Door.	5	No Damage			
		4	Minimal Surface scratches/stone chips.			
		3	<b>Multiple surface scratches/stone chips. 1-2 small Impacts.</b>			
		2	Significant surface scratches/stone chips. > 2 small Impacts. Single Large Impact. Mismatched Trim. Surface Rust. Fading/Fogging/Oxidation. 1-4 Minor Trim Missing/Damaged. Major Trim Missing/Damaged.			
		1	Majority Trim Small Impacts. Multiple Large Impacts. Penetrating Rust. Majority Trim Fading/Fogging/Oxidized. > 4 Minor Trim Missing/Damaged. Multiple Major Trim Missing/Damaged. Rating also reserved for damage exceeding this description.			
<b>Vinyl or Convertible Tops</b> Convertible roof including plastic back glass, simulated convertibles, landau, full vinyl top.	5	Rating not applicable for this component				
	4	Rating not applicable for this component				
	3	No Damage				
	2	Damage Does Not Require Replacement				
	1	Damage Requires Replacement				
Mechanical	<b>Engine</b> Includes entire engine compartment and components within engine compartment. If engine is inaccessible, enter as Unknown.	5	Rating not applicable for this component			
		4	Reflects a Condition/Care Exceeding Typical Maintenance. No visible signs of oil / fluid build-up. Components intact.			
		3	<b>Belts/Hoses loose Some oil/fluid building around covers and gaskets. No missing/damaged components.</b>			
		2	Significant amount of oil / fluid building around covers and gaskets. Belts/Hoses worn. No missing/damaged components.			
		1	Rating is reserved for a condition evident of severe abuse. Obvious Leaks. Missing or disconnected mechanical parts.			
	<b>Transmission</b> If transmission inaccessible, mark as Unknown.	5	Rating not applicable for this component			
		4	Reflects a Condition/Care Exceeding Typical Maintenance. No visible signs of oil / fluid build-up. Components intact.			
		3	<b>Some oil/fluid building around covers and gaskets. No missing/damaged components.</b>			
		2	Significant amount of oil/fluid building around covers and gaskets. No missing/damaged components.			
		1	Rating is reserved for a condition evident of severe abuse. Obvious Leaks. Missing or disconnected mechanical parts.			
Tires	Rate tires independently, add ratings for each tire (4) to determine overall rating.	5	95%-100% tread remaining - Rating Factor - 25			
		4	78%-94% tread remaining - Rating Factor - 20			
		3	50%-77% tread remaining - Rating Factor - 15			
		2	25%-49% tread remaining - Rating Factor - 10			
		1	24% or less tread remaining or 2/32nd's - Rating Factor - 0. (includes replacement for sidewall damage/dry rotting/tread sections gouged)			

Vehicle Conditioning Guide

		2005 and Older Model Years	
<b>Interior</b>	<b>Seats</b> Seat backs and headrests. Includes third seats in vans, SUVs and wagons.	5	No Damage
		4	Minimal Wear. Some Non-Permanent Soiling/Staining. Seam(s) Intact.
		3	<b>Moderate Wear. 1-3 Permanent Soils/Stains. 1-3 Small Cuts/Tears/Burn Holes. Seat Back Cracked. Leather Seat(s) Creasing</b>
		2	Significant Wear. > 3 Permanent Soils/Stains. > 3 Small Cuts/Tears/Burn Holes. Large Tear/Rip. Multiple Seat Backs Cracked. Seam(s) Separated. Extensive Creasing. Leather Seats Split/Open. Missing Headrest(s). Mismatched Seats.
		1	Severe Abuse Evident. Majority Seating Permanent Soiling/Staining/ Small Cuts/Tears/Burn Holes. Multiple Large Tears/Rips. Disconnected/Missing/Non-Working mechanical parts. Missing Seats//Third Row Seat. Rating also reserved for damage requiring Seat(s) Replacement.
	<b>Carpet</b> Does not include trunk or floor mats.	5	No Damage
		4	Minimal Wear. Some Non-Permanent Soiling/Staining.
		3	Moderate Wear. 1-3 Permanent Soils/Stains. 1-3 Small Cuts/Tears/ Burn Holes.
		2	Significant Wear. > 3 Permanent Soils/Stains > 3 Cuts/Tears/Burn Holes. Large Tear/Rip. Multiple Bare Spots.
		1	Severe Abuse Evident. Majority Carpet Permanent Soiling/Staining/ Small Cuts/Tears/Burn Holes. Multiple Large Tears/Rips. Missing Carpet Section(s). Carpet Disintegrated (under pedals). Rating also reserved for damage requiring Carpet Replacement.
	<b>Headliner Only</b>	5	<b>Rating not applicable for this component</b>
		4	<b>Rating not applicable for this component</b>
		3	<b>No Damage</b>
		2	Damage Does Not Require Replacement
		1	Damage Requires Replacement
	<b>Doors/Interior Panels</b> Major: Interior Door/Trim Panels, Steering Wheel, Air Bags, Radio/Radio Faceplate, Trunk Trim/Carpet Minor: Vents, Handles, Knobs, Switches, Pedals, Speakers/Speaker Covers, Visors, Floor Mats, Jack, Spare Tire, Weather-stripping	5	No Damage
		4	Non-Permanent Marks/Soiling/Staining. Trim Intact.
		3	<b>Some Permanent Marks/Soiling/Staining. 1-4 Small Cuts/Gouges/Burn Marks. Small Crack. 1-3 Minor Trim Missing/Damaged.</b>
		2	Significant Permanent Marks/Soils/Stains. > 4 Cuts/Gouges/Burn Marks. Multiple Small Cracks. Large Crack. Interior Door/ Trim Panel Missing/Damaged. Radio/Radio Faceplate Missing/Damaged. Trunk/Trim/Carpet Missing/Damaged. > 3 Minor Trim Missing/Damaged.
		1	Severe Abuse Evident. Majority Interior Trim Permanent Marks/Soiling/Staining. Majority Trim Cuts/Gouges/Burn Marks/Small Cracks. Multiple Large Cracks. Multiple Interior Door/Trim Panels. Missing/Damaged. Steering Wheel/Airbags Missing. Rating also reserved for damage exceeding this description.
	<b>Dash/Console</b> Center and overhead console. Includes Glove and Console Doors.	5	No Damage
		4	Non-Permanent Marks/Soiling/Staining
		3	<b>Single Permanent Mark/Soil/Stain. 1-3 Small Cuts/Gouges/Burn Marks. 1-2 Small Cracks.</b>
		2	Significant Permanent Marks/Soiling/Staining. > 3 Small Cuts/Gouges/Burn Marks. Multiple Small Cracks. Large Crack. Dash/Console Doors Missing/Damaged. Fading/Discoloration.
1		Severe Abuse Evident. Majority Dash/Console Permanent Marks/Soiling/Staining/Small Cuts/Gouges/Burn Marks. Multiple Large Cracks. Dash/Console Missing/Damaged. Sun/Weather Damage. Rating also reserved for damage requiring Dash/Console Replacement.	
<b>Glass</b> Excludes moldings, plastic convertible glass.	5	<b>Not applicable for this model year segment</b>	
	4	<b>Not applicable for this model year segment</b>	
	3	<b>No Damage</b>	
	2	Damage is Repairable	
	1	Damage Requires Replacement	

Vehicle Conditioning Guide

		2005 and Older Model Years				
Exterior	<b>Body</b> Exterior Body Panels. Includes the Interior Truck Bed. Excludes Bumpers and Grilles. If the Truck Bed is in worse condition, the two ratings should be averaged together to reach the appropriate rating for the complete body. If the average results in a x.5 rating. (Example 2.5) the overall rating would be rounded up unless otherwise documented.	5	No Damage			
		4	Isolated Dings. No Dents/Creases.			
		3	<b>Multiple Dings. 1-3 Small Dents/Creases. Large Dent/Crease. Repairable Hail Damage 1-3 Panels. Surface Rust 1-2 Panels. Poor Quality Repairs 1-2 Panels.</b>			
		2	Numerous Dings. > 3 Small Dents/Creases. Multiple Large Dents/Creases. Single Panel Requiring Replacement. Repairable Hail Damage >3 Panels. Surface Rust > 2 Panels. Penetrating Rust Single Panel. Poor Quality Repairs > 2 Panels.			
		1	Severe Abuse Evident: Majority Exterior Dings/Small Dents/Creases/Large Dents/Creases. Multiple Panel Replacement. Penetrating Rust Multiple Panels. Cost prohibitive to extensively recondition Body by automotive industry standards.			
	<b>Paint</b> Exterior Body Panels. Excludes the Interior Truck Bed, Bumpers, Trim, Spoiler.	5	No Damage			
		4	Isolated Small Scratches/Scrapes			
		3	<b>Multiple Small Scratches/Scrapes. 1-3 Large Scratches/Scrapes.</b>			
		2	Numerous Small Scratches/Scrapes. Significant Stone Chipping. > 3 Large Scratches/Scrapes. Color Mismatch 1-3 Panels. Primed/E-Coat 1-3 Panels. Paint/Clear Peeling 1-3 Panels. Poor Quality Repairs 1-2 panels. Fading/Oxidation 1-3 Panels.			
		1	Severe Abuse Evident. Majority Exterior Small Scratches/Scrapes/ Large Scratches/Scrapes. Extensive Stone Chipping. Color Mismatch >3 Panels. Primed/E-Coat Multiple Panels. > 3 Panels. Paint/Clear Peeling > 3 Panels. Poor Quality Repairs > 2 Panels. Fading/Oxidation > 3 Panels. Rating reserved for damage exceeding this description.			
	<b>Trim</b> Major Components: Bumpers, Body Cladding, Grilles, Lamps Mirrors, Wheels, Luggage/Roof Racks, Spoilers, Running Boards. Minor: Emblems, Antennas, Wheel Covers, Exterior Moldings, Fuel Door.	5	No Damage			
		4	Minimal Surface scratches/stone chips.			
		3	<b>Multiple surface scratches/stone chips. 1-3 small Impacts. Some Mismatched Trim. Some Surface Rust/ Fading/Fogging/Oxidation. 1-2 Minor Trim Missing/Damaged.</b>			
		2	Significant surface scratches/stone chips. >3 small impacts. Single Large Impact. Significant Mismatched Trim. Significant Surface Rust/ Fading/Fogging/Oxidation. > 2 Minor Trim Missing/Damaged. Single Major Trim Missing/Damaged.			
		1	Severe Abuse Evident. Majority Trim Small/Large Impacts Majority Minor Trim Missing/Damaged. Majority Trim (Chrome) Corroded / Penetrating Rust.. Multiple Major Trim Missing/Damaged. Rating also reserved for damage exceeding this description.			
	<b>Vinyl or Convertible Tops</b> Convertible roof including plastic back glass, simulated convertibles, landau, full vinyl top.	5	Rating not applicable for this component			
		4	Rating not applicable for this component			
		3	No Damage			
2		Damage Does Not Require Replacement				
1		Damage Requires Replacement				
Mechanical	<b>Engine</b> Includes entire engine compartment and components within engine compartment. If engine is inaccessible, enter as Unknown.	5	Rating not applicable for this component			
		4	Reflects a Condition/Care Exceeding Typical Maintenance. No visible signs of oil / fluid build-up. Components intact.			
		3	<b>Belts/Hoses loose. Some oil/fluid building around covers and gaskets. No missing/damaged components.</b>			
		2	Significant amount of oil/fluid building around covers and gaskets. Belts/Hoses worn. No missing/damaged components.			
		1	Rating is reserved for a condition evident of severe abuse. Obvious Leaks. Missing or disconnected mechanical parts.			
	<b>Transmission</b> If transmission inaccessible, mark as Unknown.	5	Rating not applicable for this component			
		4	Reflects a Condition/Care Exceeding Typical Maintenance. No visible signs of oil / fluid build-up. Components intact.			
		3	<b>Some oil/fluid building around covers and gaskets. No missing/damaged components.</b>			
		2	Significant amount of oil/fluid building around covers and gaskets. No missing/damaged components.			
		1	Rating is reserved for a condition evident of severe abuse. Obvious Leaks. Missing or disconnected mechanical parts.			
<b>Tires</b> Rate tires independently, add ratings for each tire (4) to determine overall rating.	5	95%-100% tread remaining - Rating Factor - 25				
	4	78%-94% tread remaining - Rating Factor - 20				
	3	50%-77% tread remaining - Rating Factor - 15				
	2	25%-49% tread remaining - Rating Factor - 10				
	1	24% or less tread remaining or 2/32nd's - Rating Factor - 0. (includes replacement for sidewall damage/dry rotting/tread sections gouged)				