

Condition Report Guide

The **Bottom Line** is that you, the seller, want ‘top dollar’ for your 422 Auction listing. In order to do so, we must create the best possible listing for your units. Simply put, the more information that we have, the better our chances become to obtain ‘top dollar’ bids. While the quantity of information is important, quality may be even more critical to a great listing. **High quality photos and vehicle descriptions, including notable features and accurate condition reports, help facilitate the buying process for our bidders.** Keep in mind that many buyers rely solely on the online description and photos that we provide. Please consider this as a guide to “help us help you” achieve your sales goals with 422 Auto & Bus Auction.

VISUAL ELEMENT

- Bright, sharp and thorough photos not only attract the most reliable customers willing to pay ‘top dollar’ for a quality bus. High quality photos also allow our Online Auction Team to catch any inconsistencies between the photos and the written description. In this way, costly discrepancies can be fixed or avoided altogether.
- We can retouch bad photos to an extent, but not all problems can be fixed this way. Bad photos cost sellers. . . Every. Single. Time.

WRITTEN ELEMENT

- The written description is extremely important. If you don’t include features that add value, buyers are unlikely to take them into consideration when bidding. You will not get paid for features that you do not include.
- On the flip side, accurate condition reports are critical to auction success. Any operational, safety, or damage issues must be disclosed. Trust is extremely important between 422 Sales, our sellers, and our buyers. While mistakes happen, undisclosed issues usually result in bad pickups and cost everyone time, money, and trust.
- The chart at right provides what we need for each unit we list. Always remember to add those extra options that will increase the value and be forthright about the condition to eliminate problems at pickup.

Critical Information for ‘Top Dollar’ Bids	
Chassis	YEAR, MAKE, MODEL
Body	MAKE & MODEL
Engine	MAKE, MODEL, FUEL TYPE, HORSEPOWER, LOCATION (if Flat Nose)
Vin #	VIN and a COPY of the TITLE
Wheels	DUAL OR SINGLE in rear
Brakes	AIR or HYDRAULIC
Mileage	CURRENT Odometer Reading
Passengers	MAX PASSENGER CAPACITY If alterations have been made, provide the current capacity rather than the factory capacity.
Handicap Access	WHEELCHAIR LIFT, WHEELCHAIR CAPACITY for transport
Safety	SEAT BELTS; EMERGENCY EXIT WINDOWS, DOORS, ROOF HATCHES; ONSPOT Tire Chains
ADDITIONAL FEATURES (Options that ADD Value)	A/C. Coach Seating, Tinted Windows, Aluminum Wheels, Current Inspection, Chrome Accessories, Luggage Compartments, etc.
TRUTHFUL & ACCURATE ISSUES REPORTED	Be honest and accurate about the condition to eliminate problems at pickup. Operational & Safety Issue Examples: Emergency door stuck, Bad engine, No engine, Diesel fuel in coolant, Bad Transmission, Bad battery, Rear Differential is locked, Electrical issues, etc. List all Damage/Wear & Tear on both the EXTERIOR & INTERIOR, for example: Rust, Dents, Scrapes, Broken glass, Torn seats, Missing parts, etc.

NEVER

Make changes to vehicles after photos have been taken for the online auction listing.

The potential buyer is bidding on the vehicle as it’s shown in the photos.

If a buyer arrives for pickup and there is, for example, a new layer of spray paint applied to hide a company name or logo OR parts are missing, the sale typically does not go well for anyone.

If you must cover a company name or logo before a vehicle leaves your location, it **MUST BE DONE BEFORE** photos are taken and **SHOWN** online! Let us know and we can edit company names/logos off of vehicle photos.