** Surplus Vehicle Inspection Form**

**Agency Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Agency: | Insp. By: | | Phone #: |
| Inspection Days: Check all days available for Inspection  Mon  Tue  Wed  Thu  Fri | | Inspection Times: List all times available for inspection: AM: From:  :   to   :   PM: From:   :   to   : | |

Agency has original title:  Yes *(Original title must be available to process request, attach copy of both sides.)*

Agency has keys:  Yes (Agency may be charged for replacement keys.)

**Vehicle Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VIN: | | Year: | Make: | Model: |
| Mileage: | Exterior Color: | | Interior Color: | |
| Overall Condition:  Good  Fair Poor Comments: | | | | |

**Mechanical Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Operating Condition:  Starts & Runs  Starts w/Boost  Is Drivable  Won’t Start  Is NOT Drivable Why: | | | | | |
| Known Mechanical Issues: | | | | | |
|  | | | | | |
| Engine: | Cylinders: | | Fuel:  Gas Diesel  AFV | Transmission:  Automatic  Manual # Gears | |
| Check Installed Options:  Pwr Seats  Pwr Locks Pwr Windows  Cruise Control  Police Package | | | | | |
| Air Bag: Single  Dual | | Radio:  AM AM/FM Cassette AM/FM CD | | | Other: |

**Exterior Condition** **Decals Removed:**  **Yes**  **No Must remove, Do not spray paint decals**

|  |
| --- |
| Minor Body Damage: |
| Scratches & Dents:  None visible  Minor: Where?  Major: Where? |
| Major Body Damage: |
| Windows:  No damaged glass  Broken/Cracked where?  Missing Glass where? |
| Hub Caps:  Has all 4 Missing how many? |
| Other : |

**Interior Condition:**

|  |  |
| --- | --- |
| Minor Damage: | |
| Major Damage: | |
| Emergency/Specialized Equipment Removal:  N/A | |
| Has no exposed wires or holes | Has exposed wires and holes Interior Exterior |
| Other : | |

**Photos** *List photo number,* ***minimum*** *of 4 required, show all damage and send as many photos as necessary*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Front Driver Corner | Rear Pass. Corner | Interior | Motor |  |  |
|  |  |  |  |  |  |