

SURPLUS VEHICLE TURN IN FORM

To expedite the vehicle turn in process, appointments must be made prior to delivery of surplus vehicles, by calling 302-836-7640. Surplus requests all vehicles be delivered only on Tuesday or Wednesday, but will make accommodations with individual agencies for other days when possible.

Titles must accompany vehicle deliveries to expedite process. **PLEASE NOTE:** All titles must be completed on the front with the agency's name, address, signature and mileage. The back will also need to be signed by the agency in Block 1, signature of seller (sample attached).

The Agency should be prepared to remove License Tag, Agency Decals and EZ-Pass transponder from each vehicles prior to surrendering to Surplus.

Please fill in the following information, including noting any mechanical defects and place on the dash of each vehicle. Lock the vehicle and turn keys into Surplus personnel prior to leaving the premises:

Year:

Make:

Model:

VIN #:

Tag #:

Mileage:

Defects:

Agency:

If you have any question please call 302.836.7640

Signature: _____ **Date:** _____