



## Vehicle Surplus Procedure

The Surplus Division has several [disposal options](#) depending on the type and condition of the vehicle, its location and other factors. Redistribution to eligible donees (state agency, local government, or eligible nonprofit) is always the first option. If a state agency has local government or nonprofit contact that could be interested in a vehicle, they are encouraged to notify the surplus office at the time the disposal request is submitted. **Do not** however, arrange or agree to any price or conditions. Items that are not redistributed are sold to the public through contracted internet auction providers.

**On Site Disposal:** To process your disposal request, Surplus needs the following information:

- Submit vehicle request through AssetWorks, online disposal system (One vehicle per request).
- Attach [market quality photos](#) of the vehicle to request (.jpg only please)
- Attach a completed [Vehicle Inspection Form](#) to request.
- A copy of the front *and* back of the title. (Note, the title must be in the owning agency's name) Original title must be available and transferred with the vehicle.
  - The purchaser's information and buyer's signature are left blank until the vehicle is sold or redistributed. This information is completed when the vehicle is picked up by the donee or the internet customer.
  - **Do not sign the title over to DOAS Surplus**
- Verify that keys for the vehicle are available by listing it in Note Field 2.

**Note:** *Do not send incomplete disposal requests. Surplus can't process the request until all the information is provided. Incomplete requests will be voided.*

### Remove:

- License plate
- Agency Decals (*Please do not spray paint over the decals. This is the number one customer complaint about surplus vehicles. A hair blow dryer or heat gun will loosen most decals for easy removal.*)

### Transfer to the Donee or Public Buyer Sale:

The customer must present a bill of sale from DOAS Surplus. This is your authorization to release the vehicle. *Do not release the vehicle otherwise.*

- [Sign the title over to the buyer](#)
- Give the keys to the customer

The Bill of Sale signed by the property recipient will be your authorization to remove the vehicle from your inventory records. Keep signed Bill of Sale for your agency records.

Agencies that do not have storage capability or must move a vehicle due to an accident or mechanical failure can request a vendor disposal. DOAS has contracted with a vehicle auction company to pick-up or accept vehicles, process them for redistribution (clean, document condition, post photos, etc) then sell un-redistributed inventory to the public. This gives state agencies maximum flexibility in vehicle disposal options.

**Vehicle Accidents:** Report all vehicle accidents within 48 hours to DOAS Risk Management by calling, toll free 1-877-656-7475, and selecting option # 1. This staff is trained to assist you by ensuring that the agency is properly represented and that the state vehicles are repaired or replaced in a cost-effective manner.

**Vendor Disposal:** In order to process your disposal request, Surplus needs the following information:

- Submit vehicle request through AssetWorks, online disposal system.
- Attach a copy of the front and back of the title. (Note, the title must be in the owning agency's name.) Original title must be available and transferred with the vehicle.
  - The purchaser's information and buyer's signature is left blank until the vehicle is sold or redistributed. This information is completed when the vehicle is picked up by the buyer.
  - **Do not sign the title over to DOAS Surplus.**
- Verify that keys for the vehicle are available by listing it in Note Field 2.

**Note:** Agency is responsible for towing fees. *Do not send incomplete disposal requests. Surplus can't process the request until all the information is provided. Incomplete requests will be voided.*

Then **Remove:**

- License plate
- Agency Decals (*Please do not spray paint over the decals. This is the number one customer complaint about surplus vehicles. A hair blow dryer or heat gun will loosen most decals for easy removal.*)

**Vehicle Storage & Transportation:** If a vehicle must be moved either because it was damaged or taken to a "salvage lot", please contact the office for assistance. There are other storage and disposal options available but may be different for each situation. Remember, all vehicle transportation costs are an agency responsibility.

**Surplus office contact:**

Phone  
404-657-8544 #2

Email  
[surplus.property@doas.ga.gov](mailto:surplus.property@doas.ga.gov)

Fax  
404-463-2912

# Completing the Title

- The owning agency must print their agency's name on the Transferor's (Seller's) first line. The authorized representative must sign on the Transferor's (Seller's) second line.
- The purchaser's information and buyer's signature are completed when the vehicle is picked up by the donee or the internet customer.
  - When the vehicle is sold to a Company rather than an individual, the Purchaser's Legal Name must be the Company Name. Print in the Buyer's Name space the name of the signing individual followed by the word "for" and the Company Name, for example, *John Public for ABC Auto*. John Public must sign his own name on the Buyer's signature line.

T/O THIS TITLE MUST BE TRANSFERRED IMMEDIATELY INTO THE NEW OWNER'S NAME. CAUTION: \$100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE  
 REV. OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS OR OWNER WILL  
 1/06 BE SUBJECT TO FINE OF UP TO \$100. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE  
 ALL SPACES IN FULL. DO NOT USE RED INK. NOTICE: ANY ALTERATION VOIDS THIS TITLE.

**ASSIGNMENT AND WARRANTY OF TITLE BY OWNER**

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on title application form and filed within 90 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to the Motor Vehicle Division within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

**ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.**

<b>PURCHASER'S LEGAL NAME</b>	<b>DATE OF SALE/TRANSFER</b>
<b>STREET OR R.F.D. NO.</b>	____/____/____
<b>2</b>	<small>Any alteration or erasure of date of sale will result in a \$10.00 Penalty Fee.</small>
<b>CITY, STATE &amp; ZIP CODE</b>	<b>COUNTY OF RESIDENCE</b>
<p><small>"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."</small></p> <p><b>ODOMETER READING</b> <input type="checkbox"/> NO TENTHS <input type="checkbox"/> 1. The odometer reading stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is NOT the actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b></p>	
<b>CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK</b>	
<b>I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:</b>	
Transferor's (SELLER'S) Printed Name	Transferor's (BUYER'S) Printed Name
Transferor's (SELLER'S) Signature	Transferor's (BUYER'S) Signature
<b>1</b>	<b>2</b>

**I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW. We also warrant this Title and certify that the vehicle described herein has been transferred to the following:**

<b>Purchaser's Legal Name</b>	<b>Purchaser's Address</b>	<b>County of Residence</b>
<b>Dealer's Permanent ID Number or Dealer's Master Tag Number</b> <small>Unauthorized use may lead to prosecution</small> <b>Registered Dealer's Name</b>		
<p><small>"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."</small></p> <p><b>ODOMETER READING</b> <input type="checkbox"/> NO TENTHS <input type="checkbox"/> 1. The odometer reading stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is NOT the actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b></p> <p style="text-align: right;"><b>Date of Sale/Transfer</b> ____/____/____</p>		
Transferor's (SELLER'S) Printed Name	Transferor's (BUYER'S) Printed Name	
Transferor's (SELLER'S) Signature	Transferor's (BUYER'S) Signature	
<b>Purchaser's Legal Name</b>	<b>Purchaser's Address</b>	<b>County of Residence</b>
<b>Dealer's Permanent ID Number or Dealer's Master Tag Number</b> <small>Unauthorized use may lead to prosecution</small> <b>Registered Dealer's Name</b>		
<p><small>"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."</small></p> <p><b>ODOMETER READING</b> <input type="checkbox"/> NO TENTHS <input type="checkbox"/> 1. The odometer reading stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is NOT the actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b></p> <p style="text-align: right;"><b>Date of Sale/Transfer</b> ____/____/____</p>		
Transferor's (SELLER'S) Printed Name	Transferor's (BUYER'S) Printed Name	
Transferor's (SELLER'S) Signature	Transferor's (BUYER'S) Signature	
<b>Purchaser's Legal Name</b>	<b>Purchaser's Address</b>	<b>County of Residence</b>
<b>Dealer's Permanent ID Number or Dealer's Master Tag Number</b> <small>Unauthorized use may lead to prosecution</small> <b>Registered Dealer's Name</b>		
<p><small>"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."</small></p> <p><b>ODOMETER READING</b> <input type="checkbox"/> NO TENTHS <input type="checkbox"/> 1. The odometer reading stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is NOT the actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b></p> <p style="text-align: right;"><b>Date of Sale/Transfer</b> ____/____/____</p>		
Transferor's (SELLER'S) Printed Name	Transferor's (BUYER'S) Printed Name	
Transferor's (SELLER'S) Signature	Transferor's (BUYER'S) Signature	

**LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE**  
 The lien/security interest holder must be shown on the title application

<b>LIEN-SECURITY INTEREST HOLDERS</b> Name
<b>LIEN-SECURITY INTEREST HOLDERS</b> Address

**ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 3 years.**

**NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE**

## Photo Requirements

1. Take the pictures on the lowest density setting for your camera. This is the setting that allows the most pictures to be taken. Software for editing photos (included with your camera) should be loaded onto your PC. In case you cannot find this software, one of the easiest photo editing programs comes in the Microsoft Office's, Microsoft Photo Editor. This software is not installed automatically when Microsoft Office is installed and requires explicit selection to install.
  - a. The picture format must be JPEG format. The corresponding file extension is .jpg.
  - b. Edit pictures for file size. The maximum size of each picture is 1MB (generally this is 400x600 pixels)
  - c. Location for storing pictures. When pictures are stored on your PC, designate folder(s) to store the pictures. You will need to navigate to this **folder name** to upload pictures
2. Record **picture numbers** from camera on the **Vehicle Inspection Form**. This is an important step that will allow you to quickly identify the desired pictures for uploading. Use the form to make notes about the item as photos are taken.
3. Designate a **staging area**. This area should allow pictures to be taken without other items in the background. The background should not have activity and should be fairly clear. For example, when taking vehicle pictures, other vehicles should not be in the background.
4. Any **lighting** or sun should be behind the camera.
5. **Views**
  - At a minimum, take one picture from front driver corner and one from the rear passenger corner. These two views should allow a good presentation of the vehicle's exterior.
  - Take one interior picture with the driver's side door open. Clean the vehicle of unnecessary trash prior to taking photos.
  - Take a picture of engine or any special items you may want to feature.
  - Other Items – take as many views as necessary to accurately show the item. Use a corner shot to reduce the number of pictures needed

### ***Helpful Links:***

[Surplus Property Manual](#)

[Surplus Property Disposal Quick Reference](#)

[Assetworks User Guide](#)