**Surplus ATV/Golf Cart Inspection Form**

**Exterior Condition Decals Removed:** [ ]  **Yes** [ ]  **No (Must be removed. Do not spray paint over decals.)**

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| **Agency Information** |
|  Agency: |  Insp. By: |  Phone #: |
|  Inspection Days: Check days available (minimum of 2 days)  [ ] Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri | Inspection Times: Provide time available for inspections. From: AM to AM / From: PM to PM |
|  Is ATV/Cart **prohibited** from driving on public roadways except at designated crossing: [ ] Yes [ ]  No If no, does the agency have original title: [ ]  Yes [ ]  No (If yes, title **must** be with Cart to submit disposal request) |
|  Agency has keys: [ ]  Yes [ ] No (If “Yes”, keys **must** be with cart to submit disposal request. Exception: Cart offered as “Parts Only”) |

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| **ATV/Cart Information** |
| Serial Number/VIN:  | Year:  | Make: | Model:  |
| Hours:  | Exterior Color: | Seat Color: |
| Overall Condition: [ ] Good [ ]  Fair [ ] Poor [ ] Parts only Last used Housed: [ ]  inside / [ ]  outside  |

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| **Mechanical Information** |
| Operation Condition: [ ]  Starts & Runs [ ]  Starts with Boost [ ] Drivable [ ] Won’t start/not drivableReason/ Known Mechanical Issues: |
| Engine:  | Cylinders:   | Fuel: [ ] Gas [ ] ElectricCharger included [ ] Yes or [ ] No | Transmission: [ ]  Automatic [ ] Manual # Gears: |

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| Minor Body Damage:  |
| Scratches & Dents:[ ]  Visible [ ] Minor: Where?  [ ] Major: Where?  |
| Major Body Damage: |
| Windows: [ ]  No damage [ ] Broken /Cracked [ ]  Missing? Where? Headlights: [ ]  No damage [ ] Broken/Cracked [ ]  Missing? Where?Taillights: [ ]  No damage [ ] Broken/Cracked [ ]  Missing? Where? |
| Number of tires on Cart/ATV:  |
| **Interior Condition** |
| Minor Damage:  | Major Damage: |
| Interior exposed wires or holes: [ ]  Yes [ ]  No  | Exterior exposed wires or holes: [ ]  Yes [ ] No |
| **Photos** Check photos attached, 1st 5 are required, show all damage, and send as many photos as necessary |
| Exterior left Corner [ ]  | Exterior RT Corner[ ]  | Rear left corner[ ]  | Rear RT corner[ ]  | Motor/engine[ ]   | Interior[ ]  | Damage[ ]  |