**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 drivable  Reason/ Known Mechanical Issues: | | | |
| Engine: | Cylinders: | Fuel: Gas Electric  Charger 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 |