PROPERTY AND PROCUREMENT
VEHICLE INSPECTION FORM

Date: ___________________________
Department: ______________________
Contact Person: ___________________
Phone # _________________________

License Plate Number ___________________________ Year __________
Check VIN ______________________ Make ________ Model ________

This Vehicle: □ Starts □ Starts w/Boost □ won’t start due to ___________ □ Runs □ Is Drivable

Exterior:
Missing Items: _____________________

Scratches: □ Minor □ Major scratches on exterior

Tires:
Tread Condition ___________ □ Tires are flat

Windows/Glass:
□ No cracked glass □ Windshield is cracked □ Rear window is cracked □ Door glass on _____ is cracked

Interior Damage:
Minor damage to the □ Seats □ Carpets □ Dash □ Door handles □ Instrument Panel □ Other
Major damage to the □ Seats □ Carpets □ Dash □ Door handles □ Instrument Panel □ Other

Decals:
□ Decals have been sprayed □ Decals removed but impressions remain □ No visible decals on the vehicle

Emergency Equipment Removal:
□ It has exposed wires on the interior and holes on the exterior □ It has exposed wires on the interior
□ It has exposed wires on the exterior □ It has no exposed wires and holes

OPTIONS:
Engine size _______________________ □ Gasoline □ Diesel □ Other □ Gasoline
Transmission: □ Automatic □ Manual □ Other □ Automatic Speeds __________________
□ Police Package □ Air Bag: □ Driver Side □ Dual □ Police Package □ Air Bag: □ Driver Side
Radio: □ AM □ AM/FM □ AM/FM Cassette □ AM/FM CD □ AM □ AM/FM □ AM/FM Cassette □ AM/FM CD
Maintenance Schedule __________________ Miles ___________ Months ___________
Add-on Equipment for Trucks:
Description ___________ Serial ___________ Model ___________ Manufacturer ___________
Remote Mirrors □ Climate Control □ Remote Mirrors □ Climate Control
__________________________________________________________________________________
__________________________________________________________________________________
Service Record:
Other Information: