

## Surplus Used Vehicle Delivery Requirements

1. Fleet Coordinators must contact Surplus property five business days in advance of vehicle deliveries.
2. Vehicles must be clean inside and out and all personal items removed.
3. Vehicles must have an 1/8 tank of gas.
4. No cracks in the windshield.
5. No accident damages.
6. All Agency/State identifying decals must be removed.
7. All cages must be removed from vans unless prior approval is received from Surplus Property.

\*\* Surplus Property will inspect all vehicles upon arrival at the Surplus lot in Dunbar. Surplus Property reserves the right to refuse delivery of vehicles based on that inspection. Please note that if the conditions above are not met, Surplus Property will not accept delivery of the vehicles. Persons dropping vehicles off are not to leave the Surplus lot until vehicle has been accepted by Surplus. Please allow adequate time for inspection when dropping off vehicles.