



RTO Vehicle Transfer Questionnaire

This questionnaire is to be filled out when the RTO is contacted to transfer a vehicle. The final form is to be maintained with the vehicle file.

Vehicle Number: _____ Vehicle Year: _____
 VIN #: _____ Make / Model: _____
 Vehicle Operator: _____ Site Location ID: _____
 Contact Person: _____
 Contact Phone: _____ Email Address: _____
 Mailing Address for Title: _____
 (for Surplus Only) _____

Is the vehicle over 10 years old? Yes* No *Surplus required
 Current Mileage (site): _____ Current Mileage (Holman/Insights): _____

Is the mileage over 135,000 miles: Yes* No *Surplus required
 Current condition of the vehicle: Operable Inoperable Totaled by DOAS**
 Claim # _____

Major Deficiencies** Engine damage Transmission damage Electrical Damage Prior Recall
 Prior Accident(s) Poor/Improper Maintenance Body Damage Safety Concerns Redlined
 Other (Please Explain): _____

How long has the vehicle been inoperable**: _____

Transfer: Surplus:
 Authorized Disposal Method**
 Transfer site: _____ Live Auction Disposal Method
 Transfer contact: _____ Vendor Pick Up Drop Off

Contact phone: _____ Internet Sale Method
 Address where vehicle is located: _____ DOAS Surplus Inspection Form Completed
 _____ State seals, numbers, markings, and tag
 _____ removed Pictures taken as required on DOAS
 _____ website

**The RTO recommends the Authorized Disposal Method of surplus when a vehicle has been inoperable longer than 1 year and has been cannibalized or is just a shell. For vehicles that are inoperable longer than 6 months and have major deficiencies such as engine or transmission failure, and/or if the vehicle has been deemed a total loss under DOAS insurance (not a third-party insurance company), the Live Auction/Vendor Return or Internet Sale are recommended.

If transfer is recommended, the vehicle cannot be older than 10 years in age and/or have over 135,000 miles on the vehicle. A yes to either question means immediate surplus.

RTO Staff Submitting Request:

Email/Phone:

(Include RTO and FM email addresses in Asset Works as contacts.)

Date Approved/Submitted: _____