**CHECKLIST FOR VEHICLE TURN-IN**

North Dakota Department of Transportation, State Fleet Services

SFN 50652 (11-2019)

**\*IF NO TURN-IN SHEET, FOLLOW UP WITH AGENCY OR STATE FLEET TO GET COMPLETED FORM.**

**To Be Completed by User**

**To Be Completed by DOT (shop rep.)**

**Verify the Following**

**Prior to Vehicle Turn-in**

**At Time of Turn-in**

**Accessories**

Air Conditioner Do All Work? Front Rear Yes No

Power Mirror Yes No

Power Windows Yes No

Power Locks Yes No

Power Seats Yes No

Horn Yes No

Cruise Control Yes No

Radio Yes No

Wipers Yes No

Seatbelts Yes No

List Mechanical Deficiencies/Body Damage

Odometer at Last Oil Change

Name of Person Turning in Vehicle

Date

Keys/Fobs (minimum 2) Registration Card-in glove box Credit Card

Owner's Manual in Glove Box

License Plates on Vehicle (except Special plates)

Remove All Agency Equipment and Personal Items Remove All Loose Items From Inside

Clean out All Cargo Areas and Pickup/Truck Boxes Wash and Clean Exterior

Clean and Vacuum Interior Check All Lights are Working

Windshield Cracked Pitted Spare Tire, Jack, Tire Wrench

Tailgate on Vehicle

Remove All Agency / Personal Equipment Spare Tire, Jack, etc.

Tailgate on Vehicle Owner's Manual Keys/Fobs (minimum 2) Credit Card

Registration Card

Note Engine Information Gasoline Diesel

# Cylinders

Liter Size

C.I.D.

Transmission Type Automatic Manual

Check all Fluid Levels Check all Lights

Tire Condition Good Fair Poor

Depth Measurement

Additional Equipment

Topper Tonneau Cover Tool Box Lift

List Mechanical Items That Need Attention

Completed No Fix Required

List any Interior/Exterior Damage

Completed No Fix Required

Name of Person Receiving Vehicle

Miles

Hours (9000 units)

Date

Test Drive Completed

# Miles Driven

Agency Turning in Vehicle

Dept. No

Location

SF Vehicle No

Turn-in Miles

Model Year

Vehicle Color

Vehicle Make

Vehicle Model