CHECKLIST FOR VEHICLE TURN-IN

North Dakota Department of Transportation, State Fleet Services
SFN 50652 (Rev. 11-2008)

To Be Completed by User

Agency Turning in Vehicle	
Dept. No. Location	
SF Vehicle No.	Turn-in Miles
Model Year	Vehicle Color
Vehicle Make	Vehicle Model

Pickups Only ☐ 4x2 ☐ 4x4
☐ Crew-Cab ☐ Short Box ☐ Long Box
☐ Chassis Only ☐ DRW ☐ Ext. Cab
☐ 3 Door ☐ 4 Door

Prior to Vehicle Turn-in

- ☐ Remove All Agency Equipment
- ☐ Remove All Personal Items
- ☐ Remove All Loose Items From Inside
- ☐ Clean out Trunk
- ☐ Clean out All Pickup and Truck Boxes
- ☐ Wash and Clean Interior/Exterior of State Vehicles
- ☐ Windshield ☐ Cracked ☐ Pitted
- ☐ Spare Tire, Jack, Tire Wrench
- ☐ Tailgate on Vehicle

At Time of Turn-in

- ☐ Keys (minimum two sets) ☐ Registration Card
- ☐ Credit Card in Glove Box
- ☐ Owner's Manual in Glove Box
- ☐ License Plates on Vehicle (except Special plates)

Check Fluid Levels

☐ Oil ☐ Transmission ☐ Coolant
☐ Brake ☐ Battery

Accessories

	Do All Work
☐ Air Conditioner ☐ Front ☐ Rear	☐ Yes ☐ No
☐ Power Windows	☐ Yes ☐ No
☐ Power Locks	☐ Yes ☐ No
☐ Power Mirrors	☐ Yes ☐ No
☐ Power Seats	☐ Yes ☐ No
☐ Cruise Control	☐ Yes ☐ No
☐ Cassette/CD/AM FM	☐ Yes ☐ No

List Any Mechanical Deficiencies

Example - Poor Transmission - Excessive Oil Use

Name of Person Turning In Vehicle	Date

To Be Completed by DOT (shop rep.)

Has Vehicle Turn-in Sheet Been Completed
☐ Yes ☐ No

Note Engine Information
☐ Gasoline ☐ Diesel
No. Cylinders _____ Liter Size _____ C.I.D. _____

Transmission Type
☐ Automatic ☐ Std. ☐ 3 sp. ☐ 4 sp. ☐ 5 sp.
☐ 2 sp. Differential or Other

List Rear Axle Ratio -.7 Ton and Larger Vehicles

Tire Condition ☐ Good ☐ Fair ☐ Poor

List Repairs Made to Vehicle

List Any Noted Interior/ Exterior Damage

Name of Person Receiving Vehicle Miles/Hours/Date

Form Is to Accompany Vehicle: To Sale Location | White - Original to Fleet Business Office | Canary - District DOT Use