



ADDING VEHICLE TO/DELETING VEHICLE FROM ASSET LIST

ADDING VEHICLE (When adding a vehicle, include a copy of the title with a completed form)

LOCATION INFORMATION

Location Name:
Address:
City: State: Zip:
Phone Number (include area code): Email:
Principal Driver Name: License #: State:
Contact Person:
Phone Number (include area code): Email:

VEHICLE INFORMATION

Year: Make: Model: Body Type:
Empty Wt.: Gross Wt.: Rate Class: No. Axles:
Fuel Type: License Plate: Total # Rear Seat Passengers:
VIN:

SOURCE OF OWNERSHIP INFORMATION

How was this vehicle acquired? Purchased Leased Donated
Vehicle Condition: New Excellent Good Fair Poor Salvage
Purchase Date: Sales Price: Odometer Reading:
Vehicle Purchased From:
Address:
City: State: Zip:

LIEN INFORMATION

Is there a lien on this vehicle? Yes No (If Yes, this section must be completed)
Lienholder Name:
Address:
City: State: Zip:
Phone Number (include area code): Email:
Contact Person:
Loan Number: Loan Amount:
Is Lienholder also an additional insured? Yes No Is Lienholder also a Loss Payee? Yes No

DELETING VEHICLE

Year: Make: Model: VIN:
Reason: Sold Trade-In
Vehicle Condition: Excellent Good Fair Poor Salvage
Date of Title Transfer: Sales Price: Odometer Reading:
Vehicle Sold To:
Address:
City: State: Zip:

AFFIDAVIT

I certify that the information contained in this application is true and correct to the best of my knowledge and that this vehicle has been properly titled and registered in accordance with the provision of Virginia law. A copy of the vehicle title must be submitted to the Office of Risk Management before an Insurance Certification can be issued.

Completed by: Date: