

Vehicle Write-up/Check in Sheet

Insurance Company Policy #

Title / Proof of Ownership Received Title #

Lien Holder Account #

Address Payoff Amount

City State Zip Code Good Thru Date

Phone Number

Auction Listing Policy Check List

- Seller must provide proof of ownership at time of drop off. Original Title must be attached to this document.
- Seller must sign consignment agreement before vehicle can be left.
- *Seller must provide proof of and maintain full coverage insurance on vehicle. Copy of Insurance must be attached to this doc.
If Seller does not have full coverage they must sign the waiver of liability form and must be attached to this document.
- Seller will incur a \$200 Fee if they remove vehicle before auction. Sellers Initials
- Seller understands that there is a \$200 Fee for setting a reserve on the vehicle. Sellers Initials
- Copy of Drivers License is stapled to this document.
- Copy of Vehicle Registration is stapled to this document.

Office Use ONLY

Additional Information

Signed By _____

Date _____