

**Vehicle Replacement Notification**

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|  | **OLD VEHICLE** | **NEW VEHICLE** |
| Zip Code |       |       |
| VIN # |       |       |
| License # |       |       |
| Year |       |       |
| Make |       |       |
| Model |       |       |
| Req. # / PO # |       |       |
| Account # |       |       |
| Odometer Reading |       |       |

Note:  The Property Manager will complete the shaded boxes.

**Signature Approvals:**

 Associate Director                                        Date

 Property Manager                                        Date