

**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