



pennsylvania

DEPARTMENT OF GENERAL SERVICES
BUREAU OF VEHICLE MANAGEMENT

This Standard Operating Procedure has been designed to ensure maximum residual value for all non-drivable and vehicles too large to transport to the auction property for sale.

Off Site vehicle sale Image Requirements



“The Auction buyers first impression”

Minimum Image Requirements for Off Site vehicles

Please see last page for image SIZE requirements

#1- Left Front

#2- Left Rear

#3- Right Rear

#4- Right Front

#5- Interior Pic/Keys

#6- Radio – *If any or missing*

#7- Rear Interior - *If possible*

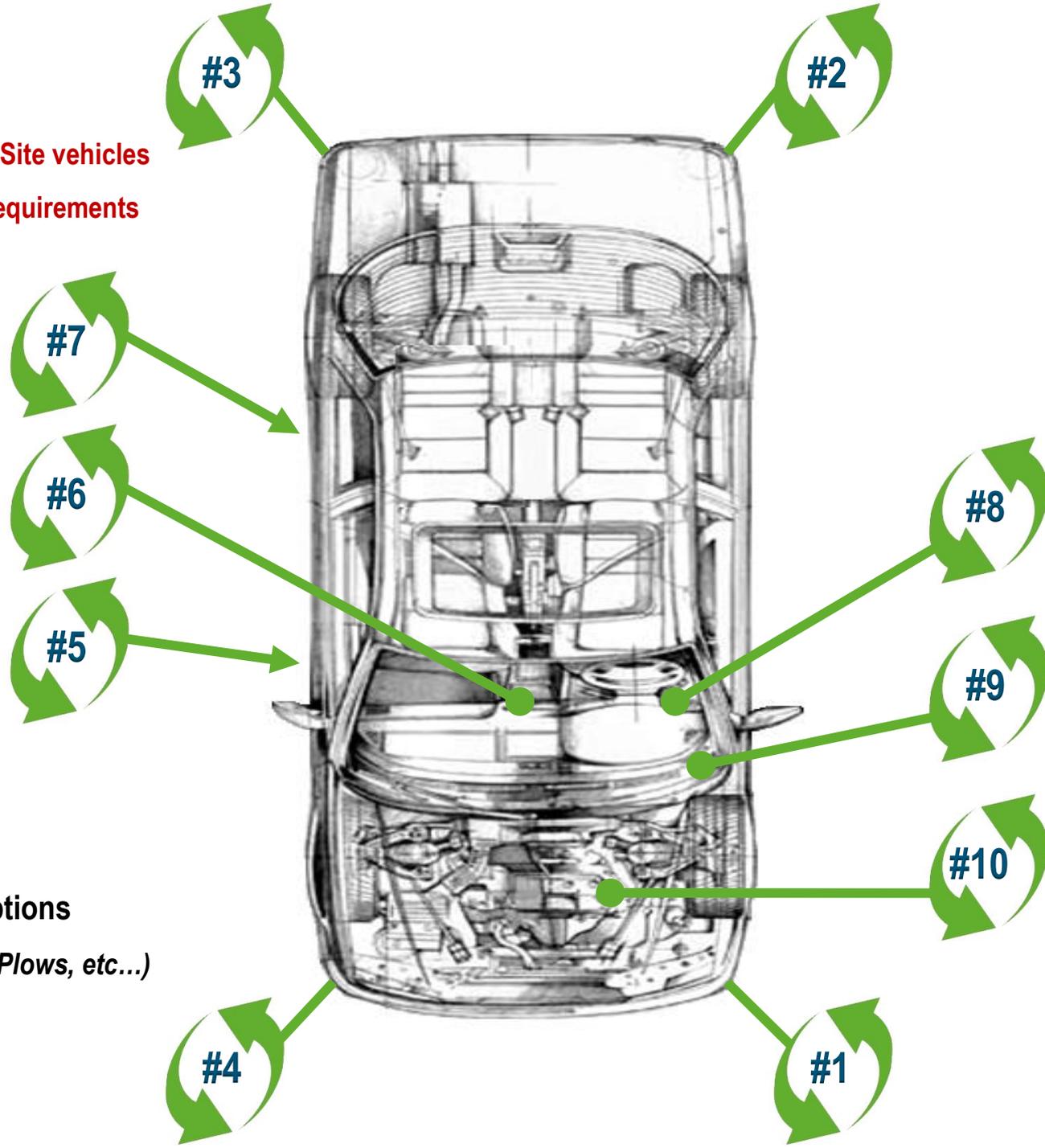
#8- Odometer

#9- Vin Plate

#10- Engine

#11 thru #15- Additional Photo Options

(Damage Areas , After Market Items, Plows, etc...)



Examples



LEFT FRONT



LEFT REAR



RIGHT REAR



RIGHT FRONT



Examples



**INTERIOR FRONT
KEY – If present**



RADIO



**INTERIOR REAR
3rd ROW SEAT
If applicable**



Examples



Odometer



VIN / Door Sticker



ENGINE



#11 & Up - ADDITIONAL PHOTOS OPTIONS

DAMAGE AREAS / AFTER MARKET ITEMS / PLOWS, SALTERS, ECT.



Examples

“Highlight any Damage Areas”

Take a photo of anything that YOU would want to be aware of if you were interested in buying this vehicle and could not see it in person.





Vehicle Check List

Please **PRINT** this last page and email it along with your photos.

Date _____

Unit Number _____

Agency _____

Agency Liaison _____

Contact Name for Vehicle Pick Up _____ Phone Number _____

(Buyers are instructed to call the contact person to make an appointment to pick up their purchase and to provide the auction Bill of Sale / Gate Pass to prove payment)

Does the vehicle have keys? Yes or No

Does the vehicle run & drive? Yes or No

If not, does the engine run? Yes or No

If not, does the engine crank over? Yes or No

Have Telematics been removed? Yes or No

Sell from Site - Telematics Removal

After telematics removal from unit mail to address below:

Mailing address: Attn: **Auto Shop Manager**
2221 Forster Street
Harrisburg, PA 17103

Please make sure your photos are clear and not too large to be able to send via email. All photos should not exceed 1MB each. Photos that are larger can be reduced to acceptable size by using this free app.

<https://www.adobe.com/express/feature/image/resize>

Please email this form and your photos to VehicleTurnIn@pa.gov

Please Note: Vehicles can not be offered in a sale until the Telematics Device has been received . *(If applicable)*