

**UNITED STATES DEPARTMENT OF AGRICULTURE  
MARKETING AND REGULATORY PROGRAMS**

**GOVERNMENT VEHICLE SHARING  
CHECKLIST**

**OWNING AGENCY**

AGENCY	AGENCY CONTACT NAME	TELEPHONE NUMBER	VEHICLE LOCATION
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**USING AGENCY**

AGENCY	AGENCY CONTACT NAME	TELEPHONE NUMBER	VEHICLE LOCATION
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DATE REQUESTED	DATE USED
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TAG NUMBER	VEHICLE NUMBER	MAKE AND MODEL
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MILEAGE BEFORE LOAN	MILEAGE AFTER LOAN	CREDIT CARD NUMBER
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**VEHICLE CONDITION**

VISUAL INSPECTION	CONDITION BEFORE LOAN ( <i>"X" applicable description</i> )			CONDITION AFTER LOAN ( <i>"X" applicable description</i> )		
	GOOD	FAIR	POOR	GOOD	FAIR	POOR
WINDOWS						
INTERIOR						
PAINT						
DENTS/SCRATCHES						
TIRE TREAD						
SPARE TIRE/JACK/TIRE IRON						
OTHER DAMAGE ( <i>describe</i> )						

**THE VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS WHICH ARE OPERATING PROPERLY (*please "X"*)**

LIGHTS HEADLIGHTS BRAKE PARKING BACKUP TURN SIGNALS LEFT RIGHT EMERGENCY FLASHERS	WINDSHIELD WIPERS AIR CONDITIONER HORN HEATER/DEFROSTER	SEAT BELTS DRIVER PASSENGER ACCIDENT KIT EMERGENCY MEDICAL KIT OTHER ( <i>describe</i> )
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REMARKS

SIGNATURE OF OWNING AGENCY CONTACT	DATE
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SIGNATURE OF USING AGENCY CONTACT	DATE
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