

**WV State Agency for Surplus Property (WVSASP)  
Used Vehicle Delivery Requirements**

1. Fleet Coordinators must contact WVSASP five business days in advance of vehicle deliveries. **Signed titles must be brought with the vehicle and WVSASP must have an approved FD retirement.**
2. **Vehicles must be delivered to WVSASP if they are located within 100 miles of our Dunbar location and have an estimated value of \$1,000 or more.**
3. Vehicles must be clean inside and out and all personal items removed. **Vehicles do not have to be detailed. All trash must be removed.**
4. Vehicles must have a minimum of 1/8 tank of gas.
5. No cracks in the windshield. **WVSASP will not accept a vehicle if the crack is fanned out or the windshield is smashed. Small rock chips will be accepted.**
6. No accident body damage. **The damage should be repaired using the state insurance. Minor scratches and dings do not need to be repaired.**
7. All Agency/State identifying decals must be removed.
8. All cages must be removed from vans unless prior approval is received from WVSASP.
9. Vehicles must have catalytic converters.

WVSASP will inspect all vehicles upon arrival at the Surplus lot in Dunbar. WVSASP reserves the right to refuse delivery of vehicles based on that inspection. Please note that if the conditions above are not met, WVSASP will not accept delivery of the vehicles. Persons dropping vehicles off are to be present for inspections and are not to leave the Surplus lot until the vehicles have been accepted by WVSASP. Please allow adequate time for inspections when dropping off vehicles. WVSASP will not take possession of vehicle keys until after the vehicles have been inspected and accepted.