



Memorandum

To: Asset Manager

From: _____
Transit Subrecipient

Date: _____

Subject: Request for Tennessee Title(s) for Disposal

The Transit Subrecipient is requesting the Certificate(s) of Title for the vehicle(s) listed below.

Required Documentation:

- Copies of two appraisals for each vehicle listed below.
- If the vehicle that has been totaled, insurance information is required instead of appraisals.
- A letter of justification is required if the useful life of the vehicle has not been met.
- If the vehicle is being transferred, a letter from each agency is required to verify the transfer.

VIN Number	Year of Vehicle	Current Mileage	Reason for Disposal:

Signature of Authorized Staff for Subrecipient

Date of Request

Information may be emailed to TDOT.MultimodalAdmin@tn.gov or mailed to Multimodal Transportation Resources Division, James K. Polk Bldg., 505 Deaderick St., Suite 1800, Nashville, TN 37243, ATTN: Asset Manager.

Note: Title(s) will be mailed back to the subrecipient via certified mail with memorandum. When the disposal of the vehicle is complete, the Final Disposal of Vehicle Capital Asset Information Sheet must be completed with all the correct supporting documents attached and sent to the Multimodal Transportation Resources Office. Disposal of a vehicle should occur within ninety (90) days after receiving the Tennessee Title.

_____ Signature of Multimodal Staff	_____ Date Title Released	_____ Due Date for Paperwork
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