

DA121

**State of Louisiana
Division of Administration
Property Assistance Agency
Post Office Box 94095
Baton Rouge, LA 70804-9095**

PHONE (225) 342-6849 FAX (225) 342-6891

CONDITION REPORT FOR MOTOR EQUIPMENT

* AGENCY NAME _____ *AGENCY # _____

*TRANSFER # _____ *PROPERTY TAG # _____

*YEAR & MAKE _____ *VIN/SERIAL # _____

*MODEL _____ *BODY TYPE _____ * MILEAGE _____

*LICENSE # _____ *COLOR _____ * ENGINE: 8CYL 6 CYL 4 CYL

*REQUISITION # _____ *TRANSMISSION TYPE _____

CONDITION OF VEHICLE

USE: GOOD, FAIR, POOR to rate condition of vehicle.

CONDITION AND DATE LAST REPAIRED

*Engine _____ *Transmission _____ *Differential _____

*Body _____ *Brakes (Power?) _____ * Clutch _____

*Radiator _____ *Steering (Power?) _____ *Battery _____

*Air Conditioner _____ *Heater _____ *Glass _____

*Upholstery _____ *Radio _____ *Jack _____

*Paint _____

*TIRES: R FRONT R REAR L FRONT L REAR SPARE

If the vehicle cannot be delivered to Baton Rouge, give reason, vehicle's location, person to contact and telephone number.

*Reason:

*Vehicle's Location:

*Contact Person: _____ *Telephone # _____

*Submitted By: _____ *Title: _____

*Date: _____ *Your Email Address: _____

ATTACH A COPY OF THIS FORM (DA121) TO YOUR REQUISITION FOR NEW VEHICLES AND ONE DA121 REPORT FOR EACH "TRADE-IN" VEHICLE LISTED ON YOUR REQUISITION.

"TRADE-INS" CANNOT BE SUBSTITUTED WITHOUT PRIOR APPROVAL FROM THE DIVISION OF ADMINISTRATION. THE BF-11, ORIGINAL DA121, REGISTRATION AND TITLE MUST BE MAILED TO THE LOUISIANA PROPERTY ASSISTANCE AGENCY (LPAA).