SAMPLE LETTER OF INTENT TO DISPOSE OF A VEHICLE AND REQUEST THE LIEN RELEASE

Letter must be on Agency Letterhead and all information noted below must be supplied by the 5310 agency requesting the lien release and/or disposal.

Date

MTA

Address

Dear (provide Name of current MTA 5310 Program Manager):

The (Name of Agency) has operated the vehicles listed below since (provide year vehicle(s) were placed in service). This (or these) vehicle(s) exceeds their useful life criteria both in terms of mileage and years of service, and we are now requesting that the lien be released by the Maryland Transit Administration for each of the vehicles listed; **OR**

The (Name of agency) has operated the vehicle identified below since (provide year vehicle was placed in service). This vehicle is no longer operable due to (chose description that best applies: accident, loss, wear and tear, or systemic failure) even though it has remaining useful life based on (chose all that apply: mileage, years of service or both). We are now requesting that the lien be released by the Maryland Transit Administration for the vehicle listed below.

For each vehicle listed, the 5310 agency must provide the following information:

Vehicle Make and Model: For example Ford/Champion

Vehicle Model Year: From your vehicle registration

Vehicle Current Life Mileage: Remember to include mileage from odometer turning over

Vehicle VIN Number: Self-explanatory

Agency Fleet Identification Number: Self-explanatory

Vehicle Current Condition: This information needs to address the current mechanical and operability condition of the vehicle in sufficient detail for MTA to render a decision

In addition to requesting the vehicle lien release, Name of agency is also requesting MTA’s permission to use (or dispose of) the vehicle as follows (chose those options that apply):

Name of Agency will continue to use the vehicle as a reserve back-up vehicle in its fleet until such time as it is no longer operable at which time, Name of Agency, will dispose of the vehicle according to its adopted disposal procedures after prior notification to the MTA.

Name of Agency will continue to use the vehicle as an active vehicle in its fleet until such time as the vehicle is no longer operable at which time, Name of Agency, will dispose of the vehicle according to its adopted disposal procedures after notification to the MTA.

Name of agency will no longer use the vehicle and will dispose of it according to its adopted vehicle disposal procedures. Any proceeds from the sale of the vehicle will be reinvested in Name of Agency’s transportation program. If $5,000 or more in proceeds are realized, Name of Agency will contact the MTA to determine how the $5,000 will be utilized.

If you should need any additional information on this request, please contact (Name and Title) at phone number or email address.

Sincerely,

Name of Agency Official

Cc: