



Office of General Services

Surplus Personal Property
 State Office Building Campus
 Building 18, Suite 102
 Albany, NY 12226
 Phone: (518) 457-6335
 Fax: (518) 457-4641
ogs.sm.state.surplus@ogs.ny.gov

Report of Surplus Motor Vehicles and Motorized Equipment CS-201.1

Instructions: Mail the original signed CS-201.1 form along with the unsigned title or transferable registration, and recall notice to the OGS Surplus Personal Property program.

Reporting Agency Information									
Fixed Asset Number			Reporting Agency Name						
Reporting Agency Central Office Address								Phone Number	
Location of Surplus Vehicle/Equipment						Contact Name		Contact Number	
Vehicle Information									
Year	Make	Model	Color	Cylinders	VIN	State ID/Plate			
Vehicle Type					Specify	Fuel Type		CNG Tank Expiration Date	
Sedan		Subn	Van	Pickup	Other →				
The odometer reading _____, in accordance with federal/ state laws reflects the ACTUAL mileage of the vehicle unless the following statement is checked: _____					The reading is "not the actual mileage" State reason why NOT actual:		DPAT Asset ID		
Recall Notices: Using the website https://www.carfax.com/recall , enter the VIN of the vehicle your agency is surplussing. Any open recalls will need to be addressed prior to submitting the CS-201.1 to OGS. A printed copy of the recall status, noting that there are no open recalls, must be attached to the surplus form (CS-201.1). <i>As the agency Surplus Property Coordinator, my signature below attests that all open recalls associated with the vehicle(s) included in this Report have been fully addressed and resolved. A copy of the Recall Status Report for the vehicle(s) noting that there are no open recalls is attached.</i>									
Is the vehicle or motorized equipment operable?					License plate returned to OGS?				
Yes		No			Yes		No	N/A	
Equipment & Features – Check all that are present:						Other (wheelchair conversion van, inmate van, 4x4, etc.)			
Auto Transmission		Power Windows		Power Brakes		Radio			
Standard Transmission		Air Conditioning		Power Steering					
Removal of any parts from the equipment is FORBIDDEN without written authorization from the Bureau of Surplus Personal Property.									
Defects: Check all that apply and provide details. Please be as specific as possible.									
Body Damage		→ Details							
Mechanical Defects		→ Details							
Missing Parts		→ Details							
The personal property listed above is no longer required by this agency and the agency declares, with relation to Environmental Conservation Law, Article 27 and NYCRR Part 371, that such listed property is not/does not contain hazardous waste, pesticides, or radioactive materials. I also certify that its condition and the odometer information is accurately represented above.							Note: After final disposition of the identified fund items, 10% of the gross sale proceeds will be deducted by OGS to cover costs, prior to reimbursement to your agency.		
Signature _____							Funds from which item(s) purchased:		
Name		Title			Date				



Special Notes

- Please do not sign or fill in any part on the back of the title.
- Surplus vehicles must be COMPLETELY cleaned out before being brought to an auction site.
- Due to recent regulations imposed by the NYS Office of Public Security, vehicles that were used as police or safety vehicles must have ALL lights and stickers removed. Stickers cannot be painted over.
- Keys must be tagged with make and a State ID or plate number for identification purposes.

Reporting Agency Information

1. If applicable, enter the unique 10-digit fixed asset number in the box provided. These numbers are reported to the OGS Bureau of Fixed Assets.
2. Enter the name of the reporting agency declaring an item surplus. For example: Department of Transportation
3. Enter the address and phone number of the Central Office of the reporting agency declaring an item surplus. For example: 50 Wolf Road, Albany, NY 12205, 518-457-2875
4. Enter the address of the location where the surplus item is physically located. For example: 5450 South Bay Road, North Syracuse, NY 13212
5. Enter a contact name and phone number at the location of the surplus item. For example: John Doe, 315-458-7000

Vehicle Information

6. Enter the year of manufacture, name of manufacturer, (e.g., Ford, Chevrolet, Massey Ferguson, International) and the model name (e.g., Crown Victoria, Lumina, 540, L9000). Enter the color of the item and the number of cylinders.
7. Enter the Vehicle Identification Number (VIN) or Serial Number (S/N) from the title/transferrable registration (titles must remain unsigned), ensuring they match. ***When the VIN or S/N on a vehicle is missing, altered or obscured, arrangements should be made through OGS for verification and/or renumbering. VIN or S/N is required for proper and legal identification and sale of surplus items, and to maintain accuracy of inventory.***
8. Enter the State Identification Number for the item declared surplus. This number may be found on some registrations and is generally 5 or 6 characters. For vehicles, it may be the license number assigned to the vehicle or a number assigned by Fleet Administration or the Department of Transportation. The State identification number is used to assist in the accurate identification of the surplus item.
9. Enter the vehicle type by checking the appropriate box or entering on the appropriate line if vehicle type is not listed. (e.g., Sedan, Truck or OTHER Snowmobile).
10. Enter the fuel type. If the fuel type is CNG, enter the CNG tank expiration date.
11. Enter the accurate odometer reading as it appears on the surplus vehicle (do not enter tenths of miles or estimate the mileage). Check appropriate box, where applicable, if the actual mileage exceeds the mechanical limits of the odometer (if odometer has turned over 100,000) or if the reading is not the actual mileage, check “not the actual mileage box” and state why (e.g., odometer broken, dash missing, etc.). The accurate odometer reading is required by Federal and State regulations as part of Consumer Protection Legislation.
12. Recall Notices: Using the website <https://www.carfax.com/recall>, enter the VIN of the vehicle your agency is surplus. Any open recalls will need to be addressed prior to submitting the CS-201.1 to OGS. A printed copy of the recall status, noting that there are no open recalls, must be attached to the surplus form (CS-201.1).
13. Check yes or no to indicate if the vehicle or motorized equipment is operable.
14. Check where appropriate to indicate whether or not the following are present: automatic transmission, standard transmission, power brakes, power steering, power windows, radio, air conditioning, and other to enter any other equipment, e.g., 4 x 4, plow, etc.
15. Enter for appropriate defects and identify all known specific defects in space provided (e.g., major accident damage, major rust, engine, transmission, brakes, etc.). “Does not run” is not a defect. Identification of defects is required to provide a reasonably accurate description of the surplus item when being sold at auction.
16. Signature: Ensure appropriate signature of authorized person responsible for completion of form and information contained within, compliance with Environmental Conservation Laws, condition, and accuracy of all information.
17. Enter name of person signing form, title and date.
18. Enter funds from which item was purchased. Most items are purchased with State Purpose Funds; however, some state agencies use other funds and require moneys realized to be deposited in specific funds, i.e., Seized, Federal, Conservation Fund, etc. If no fund is listed, moneys collected will be deposited in the State Purpose account.

Submit the completed and signed Report of Surplus Motor Vehicles and Motorized Equipment Form (CS-201.1) with required attachments to:

Check to confirm the following attachments are submitted with the CS.201.1 form:

New York State Office of General Services
State Surplus Property Program
Harriman State Office Building Campus
Building 18, Suite 102
Albany, NY 12226

Unsigned title or transferrable registration
Recall Notice Status