

\*Order/Requisition # \_\_\_\_\_

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

\*STATE AGENCY \_\_\_\_\_ \*AGENCY # \_\_\_\_\_

\*TRANSFER# \_\_\_\_\_ \*PROPERTY TAG # \_\_\_\_\_

\*YEAR & MAKE \_\_\_\_\_ \*VIN/SERIAL # \_\_\_\_\_

\*MODEL: \_\_\_\_\_ \*BODY TYPE \_\_\_\_\_ \* MILEAGE: \_\_\_\_\_

\*LICENSE# \_\_\_\_\_ \*COLOR \_\_\_\_\_ \* ENGINE: 8 CYL      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).