



**MOTOR VEHICLE TRANSFER FORM**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

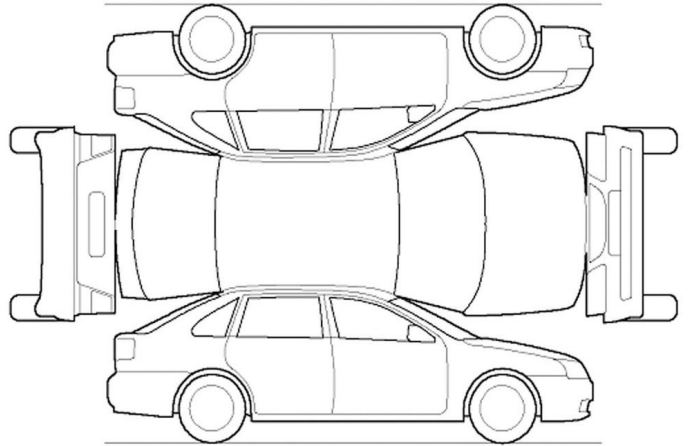
Vehicle Make and model: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

Date of transfer: \_\_\_\_\_

Is this transfer temporary? Yes / No  
 If yes, indicate end date of intended use  
 \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Inspection:**  
 Owning HC and New HC- Please mark on any existing damage prior to transfer



<p><b>FROM:</b>  <i>to be filled by the HC of the house from where the car is moving</i></p> <p>Program: _____</p> <p>House: _____</p> <p>HC: _____</p> <p>Odometer reading at time of transfer: _____</p> <p><input type="checkbox"/> There is a First Aid kit in the car  <input type="checkbox"/> There is a spare tyre and tyre changing tools in the boot  <input type="checkbox"/> To the best on my inspection, the markings above are a true indication of existing damages at time of transfer</p>	<p><b>TO:</b>  <i>to be filled by the HC of the house to where the car is going</i></p> <p>Program: _____</p> <p>House: _____</p> <p>HC: _____</p> <p>Odometer reading at time of receiving: _____</p> <p>How many keys did you receive: _____</p> <p><input type="checkbox"/> There is a First Aid kit in the car  <input type="checkbox"/> There is a spare tyre and tyre changing tools in the boot  <input type="checkbox"/> To the best on my inspection, the markings above are a true indication of existing damages at time of transfer</p>
<p><b>Comments:</b> (Any information not captured on the form):        </p>	
<p>HC signature: _____</p>	<p>HC signature: _____</p>

**RPM approval if relevant:**

RPM Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note:** Please forward completed form via [emailmeform](#) as soon as approvals have been signed off.