

## Information about AFI- AFI Transfer

### **Seller:**

- Turn in gas card to customer service at the BX, receive paper authorization and return paper authorization to AMVRO (primary vehicles).
- A vehicle safety inspection that is current **within 60 days** of the transfer regardless of the year of the vehicle.
- If you have a lien or loan in the CMVRO system, please present a copy of the lien release or loan satisfaction letter from your financial institution.
- Road tax must be paid and up to date on the vehicle (secondary vehicles).
- Current insurance on the vehicle.

### **Buyer:**

- The buyer needs to have insurance on the seller's vehicle with the **cover plate** **BEFORE** we set the appointment.
- If the buyer already has a vehicle in our system, it is required to be up to date and current.

### **SWAP Vehicles**

\*This is for members wanting to switch their current primary to their secondary vehicle or their current secondary vehicle to the primary.

- A vehicle safety inspection that is current **within 60 days** of the transfer regardless of the year of the vehicle.
- Road tax must be paid and up to date on the vehicle (secondary vehicles switching to primary).
- Turn in gas card to customer service at the BX, receive paper authorization and return paper authorization to AMVRO (primary vehicle switching to secondary).
- Current insurance on the vehicle.
- Road taxes are only valid for one specific vehicle, they are NOT interchangeable with any other vehicle.



**\*We will NOT schedule any AFI-AFI transfer appointments over the phone, email, or SharePoint\***

**All vehicles must be current and up to date for both the seller, and the buyer. This includes road taxes, insurance, safety inspections, expired DEROS, shipment forms, salvage receipts, etc. We will not schedule the transfer if there are any discrepancies from either party's records.**

**All appointments are on a first come first serve basis. If all documents are correct, you will receive the next available appointment given by the AMVRO staff. Coming in the morning does not guarantee an appointment for that same day.**