**KCOVRS DOCUMENT CHECKLIST**

**1. FLEET TO FLEET TRANSFER**

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|[ ]  Proof of Ownership— Copy Front & Back of Title, Title Snap-shot |
|[ ]  Prior Registration or Cab Card |
|[ ]  Schedule C  |
|[ ]  Proof of Insurance  |
|[ ]  HVUT-2290 Form-- If Vehicle over 54,000lbs  |
|[ ]  Lease Agreement (If Applicable) |
|[ ]  Safety Responsibility Agreement (If Applicable)  |
|[ ]  Signed Invoice—Once the Transaction is complete a signed invoice must be returned |