**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 |