



# Adams County Commercial Drop-Off Intake Sheet

Commercial Hub • 7190 Colorado Blvd. • Suite 150 • Commerce City, CO 80022

**Incomplete drop-off forms or paperwork will be returned unprocessed.**  
**Drop-offs submitted after hours will receive a date stamp of the following business day.**

Date Stamp/Initials

Primary Company Contact:

Phone:

Email:

Best Time to Call:

Company Name:

Mailing Address:

### Transactional Details

Preferred Method for Receiving Completed Documents:    Mail    Pick Up

Payment Type (Due at the time of the drop):

Escrow Account Number:

### Commercial Identification Numbers (If Applicable)

Dealer Number:

Fleet Number:

2% Rental Number:

DOT Number:

Employer Identification Number (EIN):

**Dealer resale** transactions must be submitted with a separate form of payment. For efficiency, please submit dealer resale transactions as a separate drop.

The **Keep Colorado Wild (KCW) Pass** is available at registration or renewal for passenger vehicles, light trucks under 16,000 lbs., and recreational vehicles. To apply the pass, please select the box below. If the KCW indication box is not checked, the pass will not be applied to that vehicle.

Special Instructions or Notes:

|    | Customer Last Name | Full VIN | Transaction Type | KCW | Confirmation<br>(County Use Only) |
|----|--------------------|----------|------------------|-----|-----------------------------------|
| 1  |                    |          |                  |     |                                   |
| 2  |                    |          |                  |     |                                   |
| 3  |                    |          |                  |     |                                   |
| 4  |                    |          |                  |     |                                   |
| 5  |                    |          |                  |     |                                   |
| 6  |                    |          |                  |     |                                   |
| 7  |                    |          |                  |     |                                   |
| 8  |                    |          |                  |     |                                   |
| 9  |                    |          |                  |     |                                   |
| 10 |                    |          |                  |     |                                   |
| 11 |                    |          |                  |     |                                   |
| 12 |                    |          |                  |     |                                   |
| 13 |                    |          |                  |     |                                   |
| 14 |                    |          |                  |     |                                   |
| 15 |                    |          |                  |     |                                   |



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