

ANNUAL PHYSICAL INSPECTION – NAVAJO NATION VEHICLES & EQUIPMENT

This is an urgent reminder regarding the Annual Physical Inspection and Inventory of all Navajo Nation Vehicles and Equipment

It is important that we have an updated Fixed Asset/Vehicle Asset Number for every vehicle. The Asset Number tag is typically located inside the driver's side door near the VIN number or near the vehicle's gas tank.

If you cannot locate an Asset Number tag, please provide us with the following information:

Navajo Nation Vehicle Number – located on the windshield
Vehicle VIN Number
Current location or department responsible for the vehicle, if available

If your vehicle does not have an assigned Fixed Asset Number or is not registered, or does not have an Asset tag, please contact us as soon as possible so we can assist with getting the vehicle properly accounted for and tagged.

Our goal is to ensure that all Navajo Nation vehicles and equipment currently in operation are properly identified, accounted for, and in compliance with the physical inventory requirements. Most vehicles will require a physical inventory inspection every two years.

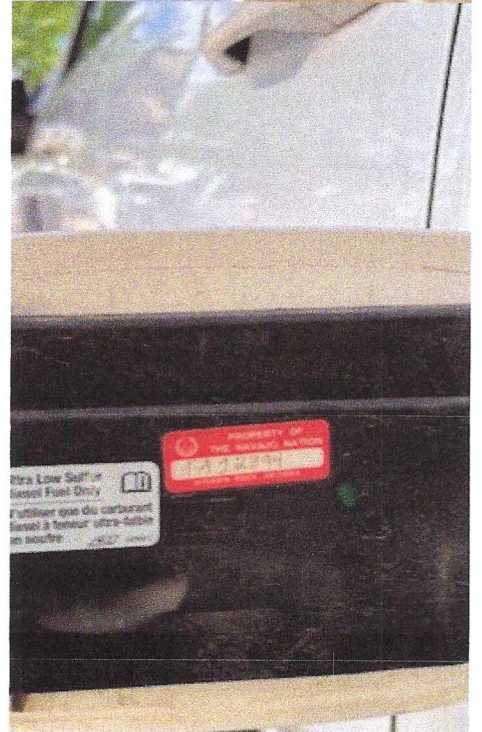
We greatly appreciate your assistance in providing this information promptly. Your cooperation will help us make the inventory process faster, easier, and more accurate for everyone.

If you have any questions or need assistance locating the Asset Number or identifying a vehicle, please contact us.

**Thank you for your prompt attention to this
matter**

Best Regards

NN Property Management Department



Navajo Nation Property
Management Department

Office: (928)729-4000

Email:

PropertyMgmt_OOC@nnoc.org

Office hours

8:00A.M.–5:00P.M.
(Monday-Friday) Close for
Lunch 12-1 PM

ANNUAL BUILDING NUMBER AND APPRAISAL UPDATE

Navajo Nation Property Management Department
Fort Defiance | Az 86504 | 928-729-4000 |

PropertyMgmt_OOC@nnooc.org

Please review all buildings under your department's responsibility and ensure the following are completed:

- **Building Numbers:** Verify that all building numbers are current. Contact NN Property Management if a new placard number is needed so it can be ordered.
- **Older Building Numbers:** Buildings with older numbers, such as **C012-103**, must have a current appraisal on file.
- **Unsafe Buildings:** Buildings that are unsafe, severely deteriorated, or no longer usable must be reported and addressed. If demolition is required, the department responsible must take the necessary steps to have it completed.
- **Boarded-Up/Vacant Buildings:** All boarded-up, vacant, or unsecured buildings must be reported and properly handled. Do not leave these buildings unaddressed.

These are the responsibilities of the department overseeing the building. Please review your properties and act on any outstanding issues.

Thank you for your prompt attention to this matter.

Best regards,

NN Property Management Department

Office hours

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