

**Diocese of Raleigh**

**Parish Vehicle (including trailers)**

**Purchase and Sale Guide**

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## Important

**Vehicle additions, deletions, and changes must be reported to the Diocese for coverage to be in effect. Please report additions, deletions, and changes to:**

Jessica Riccardi, Administrative Specialist

Office of CFO/CAO

984-900-3413 (Office) press option 1 then option 2

[jessica.riccardi@raldioc.org](mailto:jessica.riccardi@raldioc.org)

The Diocese **cannot** insure vehicles unknown to us. Please inform us to avoid potential issues with uninsured vehicles.

Communication with the Diocese needs to happen **before** a vehicle/trailer is purchased/traded.

## New or Used Vehicle/Trailer Purchase (not a trade-in)

1. Confirm approval for the source and funding of the vehicle/trailer
2. Provide the following information to the person who coordinates Diocesan automobile insurance (*currently, Jessica Riccardi*) to have the acquired vehicle/trailer placed onto the insurance **before driving off the lot**.

Year:	
Make:	
Model:	
VIN:	
Cost New:	
# of Seats:	
Lien Holder (if applicable):	
Date to Add to Policy:	
Address where vehicle/trailer will be stored:	
Intended use of vehicle/trailer:	
Driver(s) Assigned to vehicle/trailer:	

3. Once the permanent plate is received, please report the plate number to the person who coordinates Diocesan automobile insurance (*currently, Jessica Riccardi*).

## Vehicle Trade-In

1. Confirm approval for the source and funding of the vehicle/trailer
2. Provide the following information to the person who coordinates Diocesan automobile insurance (*currently, Jessica Riccardi*) to have the acquired vehicle/trailer placed onto the insurance **before driving off the lot**.

Year:	
Make:	
Model:	
VIN:	
Cost New:	
# of Seats:	
Lien Holder (if applicable):	
Date to Add to Policy:	
Address where vehicle/trailer will be stored:	
Intended use of vehicle/trailer:	
Driver(s) Assigned to vehicle/trailer:	

3. Please remember that you must turn in the plate for the traded-in vehicle, to the DMV. Request a receipt and maintain a copy for your records.

4. Please email a copy of the trade-in paperwork **as well as** the receipt from the turned-in plate to the person who coordinates the auto insurance for the Diocese (*currently, Jessica Riccardi*). This will allow us to remove the traded-in vehicle from the Diocesan policy.

Note: the insurance coverage cannot be cancelled until after the plate has been turned into the DMV.

5. Once the permanent plate is received for the newly acquired vehicle, please send the plate number to the person who coordinates Diocesan automobile insurance (*currently, Jessica Riccardi*).

## Vehicle/Trailer Sale

1. Once the vehicle/trailer is sold, return the license plate to the DMV and request a receipt. Please maintain a copy for your records.
2. Please email a copy of the license plate return receipt to the person who coordinates the auto insurance for the Diocese (*currently, Jessica Riccardi*) who will then request the carrier to remove the vehicle/trailer from the Diocesan policy.

Note: the insurance coverage cannot be cancelled until after the plate has been turned into the DMV.