



**Municipality of Anchorage, Treasury Division**

**Instructions for Completing the  
Rental Motor Vehicle Inventory Schedule**

**IMPORTANT NOTICE**

Send original form to:  
Municipality of Anchorage  
Treasury Div., Vehicle Tax  
632 W. 6th Ave., Suite 330  
P.O. Box 196650  
Anchorage AK 99519 - 6650

If your rental vehicle agency uses fleet management software capable of printing a fleet inventory that is substantially similar to this schedule, you may attach that inventory to your application or tax return in lieu of completing this schedule. If you have questions regarding whether Treasury will accept your substitute schedule, please contact us at (907) 343-6670.

Note: The form has been set up to allow you to complete it on-screen before printing.

1. Complete the rental agency name and date of this listing of motor vehicles. Use as many pages as needed.
2. Number each page once the inventory schedule has been completed.
3. Enter the license plate number or temporary plate number for each vehicle.
4. Enter the model year for each vehicle.
5. Enter the make for each vehicle. Standard abbreviations such as TOYT for Toyota or CHEV for Chevrolet are acceptable.
6. Enter the model of the vehicle.
7. Enter the type of vehicle, such as minivan, van, SUV, pickup or sedan.
8. Enter any other ID you assign the vehicle as part of your fleet management.
9. Enter the vehicle's identification number (VIN).
10. Enter the name of the registered owner(s) of the vehicle as shown on the vehicle's title.
11. Enter the status of the vehicle or other comments pertinent to the vehicle.
12. Attach the completed schedule to the application or the tax return, as appropriate, and mail the documents to Treasury using the address in the upper right corner of the form.



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PLEASE TYPE OR PRINT CLEARLY

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Rental Agency Name

Listing of Motor Vehicles as of

Inventory Page 1 of 1

Line #	License Plate # or Temp #	Year	Make	Model	Type	Other ID	VIN	Registered Owner(s)	Status / Comments
Add Del	1								
Add Del	2								
Add Del	3								
Add Del	4								
Add Del	5								
Add Del	6								
Add Del	7								
Add Del	8								
Add Del	9								
Add Del	10								
Add Del	11								

If you need more lines, use the add button to add as many lines as you need.  
The PDF will add as many pages as needed.