



## Atlantic Auto Storage

Office | Mailing | Warehouse Address  
99 Morse Lane  
Arrington, VA 22922

### Required Documents, Information, and Other Items

Please provide the following documents prior to your pick-up date via e-mail or fax.

**E-mail to:** [info@atlanticautostorage.com](mailto:info@atlanticautostorage.com) or **fax to:** 1-877-245-5017. No cover sheet required.

- Driver's license or other photo ID.
- If someone other than the owner of the vehicle is either putting it in storage and/or taking it out, power of attorney must be on file with us before we can either accept or release the car. Here's an example:

*"I hereby appoint (name of agent) as my agent for the delivery of my vehicle (vehicle ID number) to Atlantic Auto Storage, and I appoint him/her my attorney-in-fact to sign all documents required for delivery of my vehicle for storage."*

- For corporately owned vehicles, the person or persons authorized to put the car in storage and/or take it out must be indicated on company letterhead.
- Proof of ownership-copy of title and/or registration required.
- Your forwarding address and contact information.
- Emergency contact information of a relative or friend.
- Copy of your insurance certificate with policy number or signed release.
- A complete set of keys including gas cap and wheel lock keys if necessary. Do not give us your only set of keys, have more keys made if necessary. *Please disable any alarm systems.*

David's Cell: 434-409-4550  
Phone: 877-233-6876  
Fax: 877-245-5017  
Email: [info@atlanticautostorage.com](mailto:info@atlanticautostorage.com)  
[www.atlanticautostorage.com](http://www.atlanticautostorage.com)



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### **Pre-Storage Checklist**

***To minimize deterioration during storage we recommend:***

- Raise tire pressure to help prevent flat spots.
- Wash and wax your car before storage to remove road grit, acid rain residues and, in winter, road salt.
- Thoroughly clean out and vacuum the interior, including under the seats, making sure to remove crumbs, food wrappers, etc.
- Fill your gas tank to minimize in-tank condensation.
- Add a fuel preservative to prevent gum and varnish formation. Modern fuel formulas break down quickly. Then run engine 5-10 minutes to insure treated fuel is distributed throughout the fuel delivery system.

***You may also want to consider the following:***

- Change engine oil and filter as combustion by-products trapped in your “used” oil contain moisture and are measurably acidic.
- Flush and replace coolant to renew the antioxidants used in modern anti-freeze.
- Flush and replace brake fluid as it is highly hydroscopic and contaminated fluid can cause costly corrosive damage in precision brake systems.

***Other tips:***

- Turn off or otherwise disconnect installed auto alarms or anti-theft devices.

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