Transfer / Loan / Recovery Agreement

This form is used to loan or directly transfer items to participants, and to recover items from participants. One form can be used to loan and later transfer, to transfer only, or to loan and later recover items.

Please complete this form as follows:

Section 1 – **All** – complete this section for all participants
Section 2 – **Loan** – complete this section when loaning items to participants (for items greater than $5,000 in value)
Section 3 – **Direct Transfer** – complete this section when directly transferring ownership of items to participants
Section 4 – **Recovery** – complete this section when recovering items from participants
Exhibit A – **Self-Employment** – complete this section if participants are in a Self-Employment Individualized Plan for Employment (IPE) that includes business partners
Exhibit B – **Loan** – large print version of Transfer / Loan / Recovery Agreement for participants

Section 1: Complete for all participants

Participant Name (print)	WAVES ID Number	VRC Name (print)

Employment Goal

Types of Service(s) (for DVR Staff Use Only)

- ☐ Tools, equipment, initial stock and supplies
- ☐ AT devices
- ☐ Other:
- ☐ Vehicle
- ☐ Self-Employment

If additional space is needed to list all items below, please continue on the backside of this page.

Authorization (AFP) Number	Vendor Name	Invoice Number	Description (include serial number if applicable)	$ Amount
			Total	$ **0.00**

Section 2: Complete this section when loaning items to participants (for items greater than $5,000 in value)

Loan Agreement (See Page 4 for Larger Print)

I (DVR participant) understand that DVR has ownership of the item(s) listed on this form and loaned to me for use. If DVR is loaning me the item(s) to start a business in partnership with other individuals, I understand the item(s) is loaned to me as a part of my Individualized Plan for Employment and does not belong to the business or any partner with interest in the business. I have a written agreement with my business partner(s) that documents they share this understanding and am attaching it to this Loan Agreement. Further, by signing this form I agree to the following: (1) I agree to immediately return the item upon request; (2) I agree to maintain the item according to DVR instructions and manufacture's guidelines, if applicable, and keep it secure from damage, loss or theft. WAC 388-891A-1200.

In accordance with WAC 388-891A-1230, I understand that if DVR directs me to return any item loaned to me and I do not immediately return it, DVR will report the loss to the DSHS Office of Financial Recovery (OFR). OFR will attempt to recover the loaned item or seek payment for the loaned item from me in an amount equal to the original purchase price. If OFR cannot recover the item or obtain payment from me for the loaned item, the OFR may report the loss to the local county prosecutor for criminal prosecution.

Further, for a loaned vehicle, I agree to be the registered owner and that DVR is the legal owner on the vehicle title. Upon request of DVR, I agree to return the vehicle to DVR and sign the vehicle title removing me as the registered owner.

In accordance with WAC 388-891A-1240, I understand that DVR may transfer ownership of the equipment or other item to me at the time my case service record is closed if I have achieved an employment outcome and I need the item to keep my job or continue operating a business that DVR has assisted me in starting.

I understand the above loan agreement and am willing to comply with the terms therein.

Participant / Guardian Signature Date	DVR Staff Signature Date

Section 3: Complete this section when directly transferring ownership of items to participants

Title to the above listed item(s) is hereby transferred to the participant whose name appears above.	DVR Staff Signature Date
	Participant / Guardian Signature Date

Section 4: Complete this section when recovering items from participants

Recovery ☐ Yes ☐ No	DVR Staff Signature	Participant / Guardian Signature	Date

Describe condition of each item: Tools, equipment, devices, etc.

Exhibit A - Agreement of Business or Partner(s) about Ownership of Equipment Purchased DVR Participant

To be used when a Self-Employment Individualized Plan for Employment (IPE) includes business partners.

The Division of Vocational Rehabilitation (DVR) has ownership of the following item(s):

The above items are identified on the **DVR Loan / Transfer / Recovery Agreement** form (DSHS 19-074).

DVR has loaned the item(s) to
for the purposes of starting .a business in partnership with other individuals.

The items are owned by DVR and are on loan as part of an Individualized Plan for Employment; they do not belong to the business or any partner with an interest in the business.

By signing, , and his/her business partners identified below, acknowledge and agree that the item(s) listed above and on the DVR Loan Agreement do not belong to the business or partner(s) unless or until DVR has transferred ownership of the items.

Participant / Guardian Signature	Date	Print Name
Business Representative / Partner Signature	Date	Print Name
Business Representative / Partner Signature	Date	Print Name

Exhibit B - Loan Agreement (if applicable)

I (DVR participant) understand that DVR has ownership of the item(s) listed on this form and loaned to me for use. If DVR is loaning me the item(s) to start a business in partnership with other individuals, I understand the item(s) is loaned to me as a part of my Individualized Plan for Employment and does not belong to the business or any partner with interest in the business. I have a written agreement with my business partner(s) that documents they share this understanding and am attaching it to this Loan Agreement. Further, by signing this form I agree to the following: (1) I agree to immediately return the item upon request; (2) I agree to maintain the item according to DVR instructions and manufacture's guidelines, if applicable, and keep it secure from damage, loss or theft. WAC 388-891A-1200.

In accordance with WAC 388-891A-1230, I understand that if DVR directs me to return any item loaned to me and I do not immediately return it, DVR will report the loss to the DSHS Office of Financial Recovery (OFR). OFR will attempt to recover the loaned item or seek payment for the loaned item from me in an amount equal to the original purchase price. If OFR cannot recover the item or obtain payment from me for the loaned item, the OFR may report the loss to the local county prosecutor for criminal prosecution.

Further, for a loaned vehicle, I agree to be the registered owner and that DVR is the legal owner on the vehicle title. Upon request of DVR, I agree to return the vehicle to DVR and sign the vehicle title removing me as the registered owner.

In accordance with WAC 388-891A-1240, I understand that DVR may transfer ownership of the equipment or other item to me at the time my case service record is closed if I have achieved an employment outcome and I need the item to keep my job or continue operating a business that DVR has assisted me in starting.