

**Directorate of Family, Morale, Welfare, and Recreation (FMWR)
Outdoor Recreation (ODR) & Equipment Resource Center**

**Standard Operating Procedures (SOP)
Resale Lot (Lemon Lot)**

1. **Purpose:** The following guidelines will be utilized for the resale lot at FMWR Outdoor Recreation and Equipment Resource Center, 1707 Gillespie Street Fort Benning, Georgia 31905.
2. **References:**
 - a. FB DCA Form 197 – Lemon Lot Registration Card
 - b. Lemon Lot Memorandum September 2008
 - c. Hold Harmless Agreement
3. **Scope:** All MWR-eligible customers may utilize the ODR resale lot. Customers must present a valid government identification card at the time of parking space rental. The resale lot is used for resale of vehicles, boats, trailers, recreational vehicles and motorcycles. All property on the resale lot will be referred to as “vehicles” throughout this SOP.
4. **General:**
 - a. The vehicle that is placed on the resale lot must be in the customer’s name. The customer must have proof of current registration and insurance on said vehicle. A copy of the paperwork will be kept in the customer’s file at ODR.
 - b. ODR nor the United States Army is responsible for any damages incurred while the vehicle is on the resale lot. It is highly recommended that insurance and registration be kept current on any vehicle; please refer to the Hold Harmless Agreement for further information.
 - c. The registration fee is \$7.50 for 30 days. All vehicles must be removed by the 30th day—the resale lot expiration date is printed on the yellow Lemon Lot Registration Card. If the customer would like to re-register their vehicle after the expiration date, the vehicle must remain off the resale lot for a period of seven days. After that period, the customer may re-register the vehicle. At that time, the registration and insurance must be current.
 - d. If the registration date has passed and the vehicle has not been removed, ODR Staff will make an attempt to contact the customer. If the vehicle is not removed after 48 hours have passed, the ODR Staff member will contact the Military Police and tag the vehicle for impound. Impounded vehicles are held at the Auto Skills Center, (706) 545-2337. The owner of any impounded vehicle will be responsible for any costs incurred during the removal and storage of the vehicle.
 - e. No more than two vehicles at one time are permitted per customer.
 - f. The customer is solely responsible for the sale of the vehicle. ODR does not participate in the sale of vehicles on the resale lot.
 - g. The vehicle must not have flat tires or broken windows while it is parked in the resale lot. The customer is responsible for checking the status of their vehicle on a daily basis.
 - h. All vehicles must be backed completely into the parking space and centered between the lines. Only one vehicle is allowed per parking space.
 - i. The yellow Lemon Lot Registration Card should be completely filled out and placed in the front window of each vehicle, in view of customers. In the instance that the vehicle has no front window, the Card shall be affixed to the front where customers are able to view it. Other ‘For Sale’ signs and information may be displayed.
 - j. ODR Staff monitors the resale lot daily and ensures that all vehicles are registered through ODR. Unauthorized vehicles will be tagged for impound by the Military Police and processed in accordance with Army regulations. Impounded vehicles are held at the Auto Skills Center, (706) 545-2337. The owner of any impounded vehicle will be responsible for any costs incurred during the removal and storage of the vehicle.
5. **Procedures:**
 - a. All customers must provide the following information:
 - i. Valid government ID
 - ii. Name, current address, current phone number
 - iii. Make, model, year and color of vehicle
 - iv. Valid proof of current registration and insurance for the vehicle
 - b. All customers must sign the Resale Lot Policies & Procedures Form

- c. All customers must sign a Hold Harmless Agreement.
- d. All customers must sign a completed vehicle description form.
- e. ODR will complete a monthly contract with the customer's vehicle description, insurance information, date paid and the expiration date of the registration.
- f. ODR accepts cash, check, money order or credit card. A receipt will be given to all customers.
- g. All customers are responsible for ensuring their vehicle does not contain valuables, personal items or other miscellaneous items.
- h. The following items are prohibited and cannot be stored inside any vehicle in storage on the resale lot: illegal items, food, beverages, explosives, firearms, munitions, flammable liquids/materials, corrosives, hazardous or toxic materials/waste, animals, people, or trash. No property is permitted under, around or on top of the vehicle.

6. RESPONSIBILITIES:

- a. ODR Manager will have overall responsibility for the program
- b. ODR Front Desk Staff will:
 - i. Prepare all documents necessary for the customer to sign and date
 - ii. Act as the POC regarding the resale lot
 - iii. Accept monetary payment in the form of cash, check, money order or credit card for each transaction and process accordingly
 - iv. Provide a receipt to each customer for all rental items
 - v. Ensure validity of all documents and information provided by the customer
- c. ODR Warehouse Staff will:
 - vi. Monitor the resale lot for expired or unauthorized vehicles
 - vii. Call customers if their vehicle registration has expired. If the vehicle is not removed within 48 hours, the Warehouse Staff will notify the Military Police.

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