CHAPTER 6.
TITLING VEHICLES

*CAVEAT: This section is presented as a courtesy and a very basic primer and may not reflect the most recent law changes. Questions for more detailed information on titling and registering vehicles should be directed to the Texas Department of Motor Vehicles' Vehicle Titles & Registration Division (VTR) at (512) 465-7611 or the local County Tax Assessor-Collector. Information regarding Salvage Dealer Licensing may be obtained by contacting the Texas Department of Motor Vehicles Salvage Licensing Unit at (512) 416-4949 Option 4 and information regarding the issuance of salvage documents may be obtained by contacting the Vehicle Titles & Registration Division customer Help Desk at (512) 465-7611. Copies of the forms mentioned here may be obtained from the Country Tax Assessor-Collector's offices, Vehicle Titles & Registration Division Regional Service Centers or from TxDMV's website (*www.TxDMV.gov*). To see a list of motor vehicle Title and Registration forms, go to:*
http://www.dmv.state.tx.us/whatyouneed/forms/titles_registration.htm

For a list of VTR Regional Service Centers, go to:
http://www.dmv.state.tx.us/wheretogo/regional_offices.htm.

6.1 Wholesale Sales. When a dealer sells a vehicle wholesale, care should be taken to make sure that the title is provided to the new dealer and that the selling dealer has legibly printed the selling dealership's name in the proper place for reassignments. This will insure that the selling dealer is in the chain of title. By law, no one is allowed to sell a vehicle if they do not have possession of the title. A copy of the front and back of the title should be kept by the seller to meet the record requirements. Any other documents such as registration receipts should also be forwarded to the new owner.

6.2 Dealer must transfer, not customer. As a dealer, if you sell a motor vehicle to a consumer, you must complete all the documents that are necessary to title and register the vehicle in the consumer's name. The consumer is not allowed to handle the title transfer. The dealer must file the paperwork with the county tax assessor-collector's office within 20 working days of the date of sale. The seller of a motor vehicle sold in a seller-financed sale shall apply for the registration of, and a Texas certificate of title for, the motor vehicle in the name of the purchaser to the appropriate county tax assessor-collector not later than the 45th day after the date the motor vehicle is delivered to the purchaser. If a consumer goes to the tax assessor-collector's office to transfer the title of a motor vehicle purchased from a dealer, the office will notify TxDMV and a complaint will be filed against the dealer.

There are three places a vehicle may be titled and registered:

- In the county where the sale took place;
- In the county of the buyer's residence;
- In the county of the lienholder.

The buyer must designate which one of the three locations their vehicle is to be titled and registered. The dealer is required to have the buyer complete a County of Title Issuance form VTR-136, and keep this form in the sales file. The form must be completed by the buyer on all retail sales where the vehicle is being titled in the State of Texas. The title transfer documents and fees must be sent to the county entered by the consumer on the Form VTR-136.

6.3 Exception to Dealer Transfers. By law dealers are required to do the titling and registering of vehicles they sell. However, there are exceptions where the dealer may give the paperwork to the buyer to handle. Those exceptions include the sale of:

- vehicles that have been declared a total loss;
- salvage and non-repairable vehicles that have been rebuilt;
- vehicles purchased by out-of-state residents who are leaving the state immediately;
- vehicles sold to out-of-state or foreign residents or dealers;
- vehicles sold to exempt (governmental) agencies;
- trucks over 11,000 pounds gross weight;
- trailers weighing less than 4,000 lbs. gross weight.

6.4 Taking Assignment on Titles. When a dealer receives a vehicle in trade, or purchases a vehicle from the auction, another dealer, or a consumer, the dealer should make sure the dealership's name and address is entered as the buyer on the back of the title above the line marked "Name of Purchaser." When the seller signs the back of the title and the buying dealer's name is not entered, this is known as an "open title." *Dealers are expressly forbidden to hold open titles* under Rule 8.141(a)(13).

6.5 Odometer Statements. Out-of-state titles and any other types of documentation not having the proper odometer statement also require a separate odometer disclosure statement provided the motor vehicle is not exempt from disclosure requirements.

6.6 Applying for Title. Three items are needed to apply for a Texas title:

- **Ownership document** – this can be the title if transferring a title for a used motor vehicle. Franchised dealers selling new vehicles will have an MCO.
- **Registration receipt** – only if the registration is current.
- **Title application**, Form VTR-130-U.

6.7 Ownership Documents. Make sure that the vehicle described on the title or MCO matches the vehicle you are actually selling. Check the VIN on the title against the VIN on the vehicle. Make sure the vehicle is the proper model, body type, etc. as stated on the title. Make sure all names are spelled correctly and the person who sold the vehicle to you is the same one on the title.

a. Determine the type of vehicle. If the Texas title conforms to the federal odometer requirements, then all information on the assignment must be completed if the vehicle is subject to the Federal Truth in Mileage Act. Vehicles that are exempt include:

1) Vehicles with a gross weight over 16,000 pounds or in excess of 2 tons carrying capacity;
2) Vehicles that are not self-propelled (such as trailers);
3) Vehicles ten model years old or older (calculated by subtracting ten from the current calendar year);
4) Vehicles owned by a United States governmental agency;
5) New motor vehicles prior to the first retail sale (in this situation, the MCO would be the ownership document).

b. Other forms. Make sure that any reassignment document Dealer Reassignment Form VTR-41-A or a Power of Attorney to Transfer a Motor Vehicle Form VTR-271 indicates the same information that is on the title. <u>If there is an actual buyer and seller or the vehicle is exempt, complete the odometer statement on the vehicle assignment. If there is not an actual buyer and seller, record odometer information directly on the *Application for Texas Certificate of Title*, Form 130-U.</u> If the title is from out of state an Out-of-State Vehicle Inspection Certificate, Department of Public Safety (DPS) Form VI-30-A, is also required.

Make sure that all available reassignment spaces on the back of a Texas title are used before using the Dealer Reassignment Form VTR-41-A.

c. The secure power of attorney form. There are only two conditions when the use of the secure power of attorney form is appropriate.

- when the title is held by the lienholder, and/or;
- when the title is lost.

d. Liens. If a lien is recorded on the surrendered evidence of ownership then a lien release would be required unless that lien is being carried forward on the new title application. If a lien is being carried forward and a transfer of ownership is involved, written authorization from the lienholder is required. The date on the lien release must be the same date or after the power of attorney date. If a secure power of attorney (POA) accompanies a title recording a lien, the release of lien date must be the same as the date the POA was executed or after. On out-of-state titles, make sure the date of the release of lien is included in the release.

If there is an electronic title with a lien, notify the lienholder that you request a paper title and one will be mailed to you when you pay off the lien.

<u>6.8 Documentation Required for Foreign/Imported Vehicles.</u> The state requires certain documentation for the registration and titling of foreign vehicles. However, a dealer should always check with their local county tax office as many may require additional documents. The requirements of the TxDMV are:

a. An Out-of-State Vehicle Inspection Certificate, DPS Form VI-30, properly executed by a Texas official state approved safety inspection station will be required on all vehicles imported into the United States.

b. The Inspection Report on the bottom of the Application for Assigned or Reassigned Number, Form VTR-68-A, must be executed by a law enforcement officer who is a member of one of the following agencies: Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety, Motor Vehicle Theft Services; the National Insurance Crime Bureau (NICB) or Auto Theft Prevention Authority Auto Theft Task Force. If the auto theft unit of a county or municipal law enforcement agency conducts the inspection a fee of $40 may be imposed to defray the agency's cost.

c. A weight certificate will be required on all imported commercial motor vehicles with a carrying capacity in excess of one (1) ton.

d. Proof of compliance with applicable US Department of Transportation (USDOT) safety requirements and US Customs entry/clearance documentation, if applicable. If the vehicle is imported under bond, an original bond release letter from the USDOT (with all attachments referred to in the letter, if any) will be required; otherwise, a validated application for Importation of Motor Vehicles and Motor Vehicle Equipment subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards (US DOT Form HS-7) must accompany such document. NOTE: In lieu of the bond release letter, a bond release verification letter issued by USDOT is acceptable.

e. All foreign vehicles imported into Texas that are less than ten years old are subject to odometer requirements.

f. A receipt or certificate issued by the U. S. Department of Treasury showing that any and all gas guzzler taxes due on the vehicle have been fully paid, if applicable. A copy of the IRS Form 720 that was filed by the applicant accompanied by a copy of the canceled check will also be acceptable proof of payment of the tax, if applicable.

6.9 Title Application. The Application for Texas Certificate of Title Form 130-U should be filled out carefully and completely before filing at the tax office. Be sure to make a copy of the completed application for your records. Make sure the:

- Vehicle description is correct and complete, including the odometer reading;
- Applicant information is complete.
- Lienholder information if applicable, is current, and the lien date is included. If the lienholder requests an electronic title be sure to include the Certified Lienholder's eleven digit ID Number and answer "Yes" to Electronic Title Request? ;
- Odometer disclosure is accurate;
- Sales tax statement has been calculated properly;
- Both the buyer and seller have signed the application.

6.10 The Title Application Receipt. After you have filed the application for title and registration, you will receive a receipt from the tax office known as the "white slip" FormVTR-500-RTS. This form is an important document, because it proves you applied for the title and paid the proper fees and taxes. Many financial institutions require a white slip before they will release funds. Make sure you protect this document and keep the original or a copy in your sales records.

IT IS VERY IMPORTANT TO CHECK THE TITLE APPLICATION RECEIPT PREPARED BY THE TAX OFFICE BECAUSE WHATEVER APPEARS ON THE RECEIPT IS WHAT WILL BE PRINTED ON THE TITLE. ANY ERRORS, ESPECIALLY OMISSION OF LIEN INFORMATION, MUST BE CAUGHT WITHIN 48 HOURS; OTHERWISE, A COURT ORDER WILL BE NEEDED TO STOP TITLE ISSUANCE.

Titles are issued by TxDMV usually within 5 days of receipt of the paperwork from the County. If an electronic lien title is requested a paper title is not issued.

6.11 Vehicle Registration. When a vehicle is traded in or purchased, the registration will not be transferable when the vehicle is sold by a Texas dealer, full registration fees will be due at the time the transaction is filed, unless the registration has a fixed expiration, which will be prorated. For the exact amount of the registration fee, call your local county tax office.

6.12 Title and Registration in Another State. Once in a while you will get a customer who wants you to title and register the vehicle in another state for them so they will not have to bother with it. If you sell vehicles out of state on a regular basis it may be economical for you to buy the two volume set entitled "Motor Vehicle Registration Manual" published by The Polk Company, 26955 Northwestern Hwy, Southfield, Michigan 48033, (248) 728-7000. This set describes in detail titling and registration procedures in all the states. Please complete the Texas Motor Vehicle Sales Tax Exemption Certificate Form 14-312 for vehicles taken out of state.

6.13 Handling the Out of the Ordinary Title Situation. If you find you do not have negotiable evidence of ownership or the documentation is not sufficient to apply for title (such as an assignment missing or incomplete), three options exist to transfer title.

a. Tax Collector Hearing. This can be initiated at the county; however the tax collector has discretion to send a customer to the TxDMV Regional Service Center to review the documentation first. Upon receiving a request for a hearing, the tax collector sets the date for the hearing, which shall not be less than 10 days or more than 15 days from the date of request. When the tax collector sets the date for a hearing, he/she shall notify all parties that might appear to have an interest in the vehicle in question, including the owner and lienholder of record. After hearing the evidence presented by all parties, the tax collector will decide whether title should be issued to the applicant. TxDMV abides by this decision. All evidence presented at the hearing is attached to the order and submitted with the title application to TxDMV, if the tax collector has granted title.

b. Bonded Title Process. This must be initiated at the TxDMV Regional Service Centers. This process provides an alternative to a tax collector's hearing. The Statement of Fact Form VTR-130-SOF should be completed by the applicant in order to provide the circumstances of how and from whom the vehicle was obtained. A letter is prepared by the Regional Service Center outlining the proper procedure with blind copies sent to the owner and lienholder of record and any other interested parties. A Certificate of Title Surety Bond is purchased by the applicant and submitted to the county tax office along with any other documentation. The bonded title procedure cannot be used for abandoned vehicles, vehicles subject to storage or mechanic's lien, stolen vehicles, or vehicles involved in litigation.

c. Court Order. A suit may be filed in the County or District Court in an effort to obtain a court order directing TxDMV to issue title.

6.14 When Title is Lost, Getting a Certified Copy of the Title. If a dealer takes a trade and the consumer does not have the title, the dealer should get the owner to either go through one of the three methods mentioned above, or they may apply for a certified copy of title. TxDMV may issue a certified copy of title *only* to the recorded owner(s), lienholder(s), or a verified agent. An application presented by anyone other than those listed will be rejected.

The recorded owner(s) or lienholder(s) may obtain a certified copy of title only upon presentation of properly executed documents and valid personal identification which includes a photograph, issued by an agency of this state or the United States.

In the case of joint ownership, both owners must provide photo ID.

A verified agent of the owner(s) or lienholder(s) may obtain a certified copy of title only upon presentation of properly executed documents, valid personal identification which includes a photograph, and verifiable proof that they are an agent for the owner(s) or lienholder(s). Verifiable proof may consist of a business card, copy of employee identification, or a letter of signature authority on original letterhead. If a POA is used, the photo ID of the person appointing the POA is also required.

Any questions regarding certified copy of title issuance should be directed to your local Regional Service Center.

6.15 Forging Title Documents is a Felony. Under §501.155 of the Texas Transportation Code, it is a third-degree felony for a person to knowingly provide false or incorrect information, or sign the name of another person without legal authority on a title application, an application for a certified copy of title, an assignment of title, a discharge of lien, or any other document required by the department or necessary to the transfer of ownership of a motor vehicle. Do not sign your customers' names to power of attorneys or title applications. Get the paperwork signed while the customer is in the office or call them back to do so. All dealers want to make it easy for their customers,

but many complaints received by TxDMV come from consumers saying they never gave permission to the dealer to sign certain documents.

6.16 The Most Common Reasons Title Transactions are Rejected.

1. **Vehicle Information** (year, make, and/or VIN incorrect)
2. **Owner Information** (owner's name and address incorrect, signatures omitted)
3. **Liens** (omitted, not carried forward, not released)
4. **Odometer** (brand and readings incorrect)
5. **Tonnage** (carrying capacity and/or empty weight incorrect)
6. **Title Record** (later title record has been issued)
7. **Vehicle Transfer** (incorrect vehicle transferred)
8. **Surrendered Evidence** (mismatched or missing evidence)
9. **Bonded Title** (incomplete information, such as signature, date, etc.)
10. **Title Remarks** (remark omitted, not carried forward, i.e., Reconstructed, Flood)

6.17 Standard Presumptive Value. Dealers, upon request, must charge a buyer a fee for performing the service of providing a certified appraisal on a vehicle which they bought from an individual. The Comptrollers office by rule have set the fees for such appraisals and for most vehicles, a dealer can charge from $100 to no more than $300 for a certified appraisal. A dealer's certified appraisal of a motorcycle can cost from $40 to $300, and a dealer appraisal of a house trailer, travel trailer or a motor home can cost from $100 to $500. A Comptroller Used Motor Vehicle Certified Appraisal Form 14-128, is available on Window on State Government at http://www.window.state.tx.us/taxinfo/taxforms/14-forms.html

6.18 How to Get More Information on Titling and Registration. The Vehicle Titles and Registration Division publishes two manuals, one on titling and one on registration of vehicles. Both of these manuals include instructions on how to title or register a vehicle and are updated regularly. These manuals can be found on the department's web site.

Forms can be downloaded from the Internet. Go to the TxDMV web page at http://www.txdmv.gov/ , and click on Forms.

6.19 Salvage Titled Vehicles, Texas or Out of State. Salvage ownership documents, including Texas Salvage Certificates issued prior to September 1, 2003, may be assigned or reassigned as follows:

a. If the vehicle has not been rebuilt, a salvage ownership document may be assigned or reassigned by anyone, including an individual, except for insurance companies.

b. If the vehicle has been rebuilt, the owner of the rebuilt salvage vehicle (licensed salvage vehicle dealers excluded) must apply for a Certificate of Title branded "Rebuilt Salvage," prior to resale.

c. A licensed motor vehicle dealer may not reassign a salvage ownership document if the vehicle has been rebuilt. A motor vehicle dealer license does not authorize a motor vehicle dealer to deal in salvage vehicles; therefore, a motor vehicle dealer that repairs or rebuilds a salvage or nonrepairable vehicle will be required to obtain a Certificate of Title branded "Rebuilt Salvage" in the dealer's name prior to retailing the motor vehicle.

d. All Assignments Complete: If the vehicle has not been rebuilt and all assignments on the back of a salvage ownership document have been completed and further assignments are needed, the last person to whom the document is assigned must apply for a Nonrepairable or Salvage Vehicle Title in their name, unless they are a licensed motor vehicle dealer, salvage vehicle dealer or an insurance company. A licensed salvage vehicle dealer or an insurance company may transfer the vehicle by using a Dealer's Reassignment of Title for a Motor Vehicle, Form VTR-41-A.

6.20 Required Evidence When Surrendering a Salvage Title.

a. An Application for Texas Certificate of Title, Form 130-U.

b. Evidence of ownership of a rebuilt salvage motor vehicle, properly assigned to the applicant.

c. The documents may include:

- Texas Salvage Certificate;
- Texas Salvage Certificate of Title issued prior to September 1, 2003;
- Texas Salvage Vehicle Title;
- Texas Nonrepairable Certificate of Title issued prior to September 1, 2003; or
- Comparable salvage certificate or salvage certificate of title issued by another jurisdiction.

d. The documents may not include:

- • Texas Nonrepairable Vehicle Title issued on or after September 1, 2003;
- • Out-of-state ownership document that indicates that the motor vehicle is
- nonrepairable, junked, for parts or dismantling only, or the motor vehicle
- may not be rebuilt in the jurisdiction that issued the ownership document;
- Certificate of authority (COA) to dispose of a motor vehicle, issued prior to

- October 1, 2007, in accordance with Transportation Code, Chapter 683.
- **a *Rebuilt Affidavit,* Form VTR-61 that includes:**
- a description of the motor vehicle, which includes the motor vehicle's model
- year, make, model, VIN, and body style;
  - **A.** an explanation of the repairs or alterations made to the motor vehicle;
  - **B.** In instances where the damage to the vehicle was cosmetic only or does not
  - **C.** require repairs to be operational, the applicant (owner) may state "No repairs were necessary" or "Cosmetic damage only" under *Explanation of Repairs.*

STATE OF TEXAS

POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE

(SEE REVERSE SIDE FOR INSTRUCTIONS)

THIS FORM MAY BE USED ONLY WHEN TITLE IS HELD BY LIENHOLDER OR IS LOST.

This Form Must Be Submitted To The State By The Person Exercising Powers of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.

VEHICLE DESCRIPTION

Vehicle Identification Number	Year Model	Make of Vehicle	Body Style	Model

PART A. A POWER OF ATTORNEY TO TRANSFER OWNERSHIP AND TO DISCLOSE MILEAGE

Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, _____ (Seller's Name, Print), appoint _____ (Buyer's Firm Name, Print)

as my attorney-in-fact, to complete all documents necessary to transfer my interest in the above described vehicle and to disclose the mileage on the title for the vehicle described above exactly as stated in my following disclosure.

I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

☐ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

☐ (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Signature of Seller/Agent) (Printed Name) (Date of Statement)

(Seller's Street Address, City, State, Zip Code)

(Signature of Buyer/Agent) (Printed Name of Individual Signing as Buyer/Agent)

(Firm's Name, Street Address, City, State, Zip Code - Print or Type) Dealer Number

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE. (PART B IS INVALID UNLESS PART A HAS BEEN COMPLETED.)

I, _____ (Buyer's Name, Print) _____ (Dealership's Name, Print)

as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

(Signature of Buyer/Agent) (Printed Name)

(Print or Type Firm Name, If Applicable)

(Buyer's Street Address, City, State, Zip Code)

Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, _____ (Seller's Name, Print), state that the odometer now reads _____ (NO TENTHS) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

☐ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

☐ (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Signature of Seller/Agent) (Printed Name) (Date of Statement)

(Dealership's Name, Street Address, City, State, Zip Code) Dealer Number

PART C. CERTIFICATION (TO BE COMPLETED WHEN PARTS A AND B HAVE BEEN USED)

I, _____ (Person Exercising Above Powers of Attorney, Print), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

(Signature) (Printed Name) (Date of Certification)

(Street Address, City, State, Zip Code)

THIS DOCUMENT IS VOID IF ALTERED.

VTR-271-A (Rev. 2/2010) DHT # 142511

SAMPLE

FORM VTR 271-A SECURE POWER OF ATTORNEY

TxDMV

DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE

VEHICLE IDENTIFICATION NUMBER	YEAR MODEL	MAKE OF VEHICLE	BODY STYLE	LICENSE NUMBER

NAME OF STATE OR COUNTRY IN WHICH LAST REGISTERED	TITLE / DOC #

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

REASSIGNMENT BY DEALER ONLY

I certify that the vehicle described above is free and clear of all liens, except as noted below, and has been transferred to the following:

Name of Purchaser | Street | City | State | Zip

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING-ODOMETER DISCREPANCY.

Date of Sale | Dealer's Name | Dealer No.

Agent's Signature | Printed Name (Same as Signature)

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent | Printed Name (Same as Signature)

REASSIGNMENT BY DEALER ONLY

I certify that the vehicle described above is free and clear of all liens, except as noted below, and has been transferred to the following:

Name of Purchaser | Street | City | State | Zip

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING-ODOMETER DISCREPANCY.

Date of Sale | Dealer's Name | Dealer No.

Agent's Signature | Printed Name (Same as Signature)

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent | Printed Name (Same as Signature)

REASSIGNMENT BY DEALER ONLY

I certify that the vehicle described above is free and clear of all liens, except as noted below, and has been transferred to the following:

Name of Purchaser | Street | City | State | Zip

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING-ODOMETER DISCREPANCY.

Date of Sale | Dealer's Name | Dealer No.

Agent's Signature | Printed Name (Same as Signature)

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent | Printed Name (Same as Signature)

REASSIGNMENT BY DEALER ONLY

I certify that the vehicle described above is free and clear of all liens, except as noted below, and has been transferred to the following:

Name of Purchaser | Street | City | State | Zip

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING-ODOMETER DISCREPANCY.

Date of Sale | Dealer's Name | Dealer No.

Agent's Signature | Printed Name (Same as Signature)

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent | Printed Name (Same as Signature)

LIEN

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:
1ST LIEN IN FAVOR OF (NAME & ADDRESS) DATE

NOTE: THIS FORM IS NOT VALID UNLESS ALL ASSIGNMENTS/REASSIGNMENTS ON AN ORIGINAL OR CERTIFIED COPY CERTIFICATE OF TITLE OR MANUFACTURER'S CERTIFICATE OF ORIGIN HAVE BEEN COMPLETED. UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS PROHIBITED. THIS FORM MAY ONLY BE USED BY A TEXAS DEALER. THIS DOCUMENT IS VOID IF ALTERED IN ANY WAY.

Form VTR-41-A (8/2010)

SAMPLE

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FORM VTR-41-A DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE

3607503

IDENTIFICATION CERTIFICATE

FOR A MOTOR VEHICLE LAST REGISTERED OR TITLED IN SOME OTHER STATE OR COUNTRY

VEHICLE YEAR	MAKE	BODY STYLE

MANUFACTURER'S VEHICLE IDENTIFICATION NUMBER

NAME OF STATE OR COUNTRY IN WHICH LAST REGISTERED	YEAR OF LICENSE	LICENSE NUMBER

INSPECTION CERTIFICATE NO.

ODOMETER READING

NOT ACCEPTABLE WITH ERASURES OR ALTERATIONS

STATEMENT OF INSPECTOR

I, the undersigned duly appointed Inspector, hereby certify that I have physically examined the manufacturer's vehicle identification number of the motor vehicle described above.

Date _____ Signature of Inspector _____

Station Number _____ Name of Station _____

— NOTE TO OWNER —

This form must be attached to your application for Texas Certificate of Title at the time you purchase Texas License plates from county Tax Assessor-Collector. This inspection required by law.

VI-30-A Rev. 7-95

DPS FORM VI-30-A
IDENTIFICATION CERTIFICATE

Texas Department of Motor Vehicles
Form VTR-68-A
(Rev. 05/11)
Page 1 of 2

Application for Assigned or Reassigned Number

$2 processing fee and Ownership Document(s) must accompany this application
(A $40 vehicle inspection fee also may apply - see inspection fee info on page 2)

FOR DEPARTMENT USE ONLY

Type of Number Issued

- ☐ Reassigned Manufacturer's VIN
- ☐ Assigned VIN
- ☐ Trailer
- ☐ Component Part
- ☐ Motor Number as VIN
- ☐ Motorcycle VIN
- ☐ Travel Trailer
- ☐ Equipment

Number Assigned:

Decal Number:

Approved by:

Owner Information - Type or print legibly					
Last Name or Business (as shown on Title)			First Name		MI
Address			City		
State	ZIP	Phone	Driver License No.	DL State of Issue	DL Expiration

The owner applies for an assigned number to be affixed to the following motor vehicle, component part, or equipment:

☐ Motor _____ Year and Make of Motor

☐ Frame _____ Year and Make of Frame

☐ Transmission _____ Year and Make of Transmission

☐ Body _____ Year _____ Make _____ Body Style

Vehicle Identification Number	Title Document Number

INSPECTION REPORT TO BE COMPLETED BY LAW ENFORCEMENT AGENCY/AUTO THEFT UNIT

This inspection covers: **(Check ALL appropriate boxes)** ☐ Motor Vehicle Component Part Only ☐ Motor Vehicle ☐ Motorcycle Frame
☐ Motorcycle Motor ☐ Travel Trailer ☐ Trailer ☐ Semitrailer ☐ Part is installed in applicant's vehicle ☐ Equipment
☐ Part is not installed in applicant's vehicle ☐ MANUFACTURER DID NOT ASSIGN IDENTIFICATION NUMBER TO THE: _____ Show part(s) as applicable

☐ Vehicle assembled from parts for which no identification number was ever affixed to body, if motor vehicle, or to frame, if motorcycle, travel trailer, trailer, or semitrailer.

☐ Number assigned by manufacturer for identification purposes has been removed, changed, or obliterated.

☐ Unable to determine the true manufacturer's number – explain in REMARKS section below.

REMARKS - Describe alterations. _____

I personally inspected the vehicle, part, or equipment described above and found the true and original manufacturer's identification number to be:

_____ **or** ☐ I was unable to determine the true manufacturer's identification number.

My official ID number is _____ with →

- ☐ Municipal Police Auto Theft Unit
- ☐ County Sheriff's Department Auto Theft Unit
- ☐ Federal Bureau of Investigation
- ☐ National Insurance Crime Bureau
- ☐ Texas Department of Public Safety – MVTS
- ☐ Auto Burglary and Theft Prevention Authority

NOTE: Application is VOID if not submitted to a VTR Regional Office within 30 calendar days of law enforcement inspection.

Printed Name of Officer

Phone Number

Signature of Officer

Date

City/County

FORM VTR-68-A
APPLICATION FOR ASSIGNED OR REASSIGNED NUMBER

APPLICATION FOR TEXAS TITLE

TYPE OR PRINT NEATLY IN INK

TAX OFFICE USE ONLY

Tax Collector: _____ County: _____

Date: _____ Transaction Number: _____

Standard Presumptive Value

☐ SPV $ _____

☐ Appraisal Value $ _____

1. Vehicle Identification Number	2. Year	3. Make	4. Body Style	5. Model	6.

7. Empty Weight (lbs.)	8. Carrying Capacity (lbs.)	9. Plate No.	10. Vehicle Unit No.	11. Major Vehicle Color	12. Minor Vehicle Color (two colored)

13. Applicant Type ☐ Individual ☐ Business ☐ Government ☐ Trust ☐ Non-Profit Business, Government, Trusts and Non-Profits, use the Business Name line below.

14. Applicant's/Owner's Legal Name 1/Business Name — Owner's County Name

First — Middle — Last — Suffix

Mailing Address — City — State — Zip

14a. Applicant/Owner 1 Photo ID Number _____

ID Type ☐ U.S. Driver's License ☐ U.S. State Identification ☐ Texas ☐ Other _____ (Name of State or Territory)

☐ U.S. Passport ☐ Foreign Passport _____ (Name of Foreign Country) ☐ U.S. Military ID ☐ NATO ID

☐ Other Military Status of Forces Photo ID ☐ U.S. Department of Homeland Security ID ☐ U.S. Citizenship & Immigration Services ID ☐ U.S. Department of State ID

14b. Applicant's/Owner's Legal Name 2

First — Middle — Last — Suffix

Mailing Address — City — State — Zip

14c. Registrant's Name (Renewal Notice Recipient)/Business Name

First — Middle — Last — Suffix

Mailing Address — City — State — Zip

14d. Vehicle Physical Location Address — City — State — Zip

15. Previous Owner's Legal Name/Business Name — 15a. GDN -Dealer Use Only

First — Middle — Last — Suffix

Mailing Address — City — State — Zip

THIS VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIEN

16. 1st Lien Date — 1st Lienholder Name — Mailing Address — City — State — Zip

16a. Electronic Title Request? ☐ YES (16c cannot be checked)

16b. Certified Lienholder ID No.

16c. Additional Lien(s)? ☐ YES (Attach Form VTR-267)

17. FOR CORRECTED TITLE, CHECK REASON(S) ☐ Change in Vehicle Description ☐ VIN ☐ No Change in Ownership ☐ Add Lien ☐ Remove Lien ☐ Odometer Brand ☐ Odometer Reading ☐ Year ☐ Make ☐ Body Style ☐ Other

18. **ODOMETER DISCLOSURE** - FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

I, _____ (Name of Seller/Agent), state that the odometer now reads _____ (no tenths).

THE MILEAGE SHOWN IS ☐ A - Actual Mileage ☐ N - Not Actual Mileage (WARNING-ODOMETER DISCREPANCY) ☐ X - Mileage Exceeds Mechanical Limits ☐ Exempt

19. CHECK ONLY IF APPLICABLE — **MOTOR VEHICLE TAX STATEMENT**

☐ I hold Motor Vehicle Retailer's (Rental) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code § 152.046 [c])

☐ I am a Dealer or Lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code § 152.002 [c]). GDN or Lessor Number _____

20. DESCRIPTION OF VEHICLE TRADED IN (if any)	Year	Make	Vehicle Identification Number	20a. ADDITIONAL TRADE-INS? (Y/N)

21. SALES AND USE TAX COMPUTATION

☐ (a) Sales Price ($_____ rebate has been deducted) $ _____

(b) Less Trade-In Amount, Describe in Item 20 Above $(_____)

(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, describe in item 20 above. $(_____)

(d) Taxable Amount (Item a. minus Item b./Item c.) $ _____

(e) 6.25% Tax on Taxable Amount (Multiply Item d. by .0625) $ _____

(f) Late Tax Payment Penalty ☐ 5% or ☐ 10% $ _____

(g) Tax Paid to _____ (STATE) $ _____

(h) AMOUNT OF TAX AND PENALTY DUE (Item e. plus Item f. minus Item g.) $ _____

☐ $90 New Resident Tax - (Previous State) _____

☐ $5 Even Trade Tax

☐ $10 Gift Tax - Use Comptroller Form 14-317

☐ $65 Rebuilt Salvage Fee

☐ 2.5% Emissions Fee (Diesel Vehicles 1996 and Older > 14,000 lbs.) _____

☐ 1% Emissions Fee (Diesel Vehicles 1997 and Newer > 14,000 lbs.) _____

☐ Exemption claimed under the Motor Vehicle Sales and Use Tax Law because _____

☐ $28 or $33 APPLICATION FEE FOR TEXAS TITLE (Contact your County Tax Assessor-Collector for the correct fee.)

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

22. _____ Signature of SELLER, DONOR, OR TRADER 1 — PRINTED NAME (Same as signature) 1 — Date

23. _____ Signature of SELLER, DONOR, OR TRADER 2 — PRINTED NAME (Same as signature) 2 — Date

24. _____ Signature of PURCHASER, DONEE, OR TRADER 1 — PRINTED NAME (Same as signature) 1 — Date

25. _____ Signature of PURCHASER, DONEE, OR TRADER 2 — PRINTED NAME (Same as signature) 2 — Date

WARNING: Transportation Code, § 501.155, provides that falsifying information on title transfer documents is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to $10,000 may also be imposed.

Form 130-U (Rev. 8/2013) — Online Form at www.TxDMV.gov — Page 1 of 2

VTR-130U

Application for a Texas Certificate of Title

Texas Department of Motor Vehicles

Tax Collector Hearing / Bonded Title Application

Both pages of this form must be submitted to the TxDMV Regional Service Center

Form VTR-130-SOF
(Rev. 09/12)
Page 1 of 2

APPLICANT INFORMATION - Type or print only			
Last Name	First Name		MI
Mailing Address	City	State	ZIP
Driver License Number	Date of Birth	State of Issuance	Phone

VEHICLE INFORMATION				
Year	Make	Model	Body Style	Plate No.
Vehicle Identification Number		Odometer (no tenths)		Vehicle Color

1. Are you a Texas resident or military personnel stationed in Texas? ☐ Yes ☐ No
   If "No," was the vehicle last titled in Texas? ☐ Yes ☐ No

2. A. Is the vehicle you are attempting to title an abandoned vehicle? ☐ Yes ☐ No
   B. Is the vehicle subject to storage or mechanic's charges? ☐ Yes ☐ No
   C. Is the vehicle subject to any type of foreclosure lien? ☐ Yes ☐ No

3. Do you know if this vehicle: is a Salvage Vehicle? ☐ Yes ☐ No
   is a Nonrepairable Vehicle? ☐ Yes ☐ No
   Note: If a salvage vehicle has been repaired, you will be required to submit Form VTR-61, *Rebuilt Vehicle Statement,* with this application.

4. Are you in possession of the vehicle? ☐ Yes ☐ No
   If "No," provide the physical location of the vehicle: _____

5. Was the vehicle manufactured for sale or distribution in the United States? ☐ Yes ☐ No
   If "No," proof of compliance with U.S. Department of Transportation safety requirements is required.

6. Is the vehicle involved in any pending lawsuits or disputes of ownership? ☐ Yes ☐ No

7. Is the vehicle operable? ☐ Yes ☐ No
   If "No," complete Form VTR-131, *Application for Title Only.*

8. Is the vehicle complete with a motor, body and frame or if a motorcycle, a motor and frame? ☐ Yes ☐ No
   (An incomplete vehicle may not be titled).

9. I (we) purchased the vehicle from: _____
   Date of Purchase: _____ Purchase Price: $ _____
   Describe in detail why the title is not available: _____
   _____
   _____

10. A. Is the vehicle 25 years or older? ☐ Yes ☐ No
    B. If Yes, do you certify the current value is $4,000.00 or less? ☐ Yes ☐ No
    C. If the current value is greater than $4,000.00, enter the amount. $ _____

A photocopy of your current government issued ID that includes a photograph, a unique identification number, a birth date and an expiration date is required with this application.

_____ Applicant's Signature _____ Date

PLEASE INCLUDE THE REQUIRED BONDED TITLE $15.00 ADMINISTRATIVE FEE.
YOU MAY BE REQUESTED TO LEAVE APPLICATION OVERNIGHT FOR PROCESSING.

WARNING! State Law provides that falsifying information on any required application is a third-degree felony.

VTR-130-SOF
Application for a Bonded Title

Hearing / Bond Checklist

The following must accompany your completed Statement of Fact in order for a county tax assessor-collector's hearing or bonded title to be processed.

☐ 1. Pencil tracing of vehicle identification number or, if unable to secure pencil tracing, complete a *Statement of Physical Inspection*, Form VTR-270. (Form VTR-270 is not required if a VI-30 or VTR-68-A is attached or a Texas record exists.)

☐ 2. Evidence of ownership, if any (bill of sale, canceled check or any pertinent document).

☐ 3. Vehicle value from a nationally recognized motor vehicle valuation guide (determined by department) or one value appraisal by a licensed dealer or licensed insurance adjuster may be used. An appraisal may be required depending on the vehicle's year model. The appraisal must be legible, signed by the appraiser and contain the appraiser's complete business name, address and dealer or license number. A sample appraisal form is available from your TxDMV Regional Service Center. (Required for bonded title transaction ONLY.)

☐ 4. Photocopy of your current government issued ID that includes a photograph, a unique identification number, a birth date and an expiration date.

☐ 5. Required Bonded Title $15.00 Administrative Fee.

☐ 6. Original Bond.

NUMBER 7 AND 8 ARE APPLICABLE ONLY IF LAST REGISTERED AND/OR TITLED IN ANOTHER STATE.

☐ 7. Weight certificate required if the vehicle is a commercial vehicle from out of state or no record of Texas title exists.

☐ 8. Out of State Vehicle Identification Certificate (Form VI-30).

NOTE: The licensed insurance/bonding companies may submit a Request for Texas Motor Vehicle Information, Form VTR-275 with the appropriate fee to obtain a title and registration verification if required by their office.

CONTACT YOUR LOCAL TxDMV
REGIONAL SERVICE CENTER FOR ADDITIONAL INFORMATION

For the Regional Service Center nearest you, please visit our website at www.TxDMV.gov and select "Regional Service Centers"

FOR DEPARTMENT USE ONLY

☐ 1. NCIC CHECKED BY _____

☐ 2. VIN ASSIST PRINTOUT (If no previous Texas vehicle record exists)

☐ 3. VEHICLE INQUIRY – SHOWS:
☐ NO REMARKS ☐ SALVAGE VEHICLE TITLE ISSUED ☐ NONREPAIRABLE VEHICLE TITLE ISSUED/COA
☐ OTHER _____

☐ 4. REJECTION LETTER

☐ 5. CERTIFICATE OF TITLE SURETY BOND (FORM VTR-130-SB)

☐ 6. VEHICLE VALUATION GUIDE — (VALUE CIRCLED) OR ORIGINAL APPRAISAL

☐ 7. PHOTOCOPY OF APPLICANT'S CURRENT GOVERNMENT ISSUED ID THAT INCLUDES A PHOTOGRAPH, A UNIQUE IDENTIFICATION NUMBER, A BIRTH DATE AND AN EXPIRATION DATE.

☐ 8. VEHICLE VALUE _____
X 1.5
BOND AMOUNT _____

Texas Department of Motor Vehicles

Form VTR-136
(Rev. 02/11)
Page 1 of 1

County of Title Issuance

Buyer(s) read and return **signed form** to dealer

Vehicle buyers may select the Texas county where a licensed motor vehicle dealer files a title transaction to transfer title and/or register the purchased vehicle.

Buyer(s) choose where their transaction is filed by selecting only one option below:

- **Your County of residence**
- **County where the motor vehicle is purchased**
- **County where the motor vehicle is encumbered (by the lienholder)**

File my transaction in _____ County.
County Name (to be entered by the buyer)

The county entered will receive sales tax, title fees, and other applicable state and local fees collected at the time of title application. The tax assessor-collector is authorized to retain a portion of the revenue for the county.

_____ SIGNATURE OF BUYER DATE

_____ SIGNATURE OF BUYER DATE

Note to Motor Vehicle Dealers:

Do not submit this form with the title transaction. **This form should be retained with your vehicle records.**

State law requires every licensed motor vehicle dealer to apply for a certificate of title and registration for a motor vehicle in the county as directed by the buyer. (Transportation Code §501.0234)

Buyers should also protect themselves by submitting a Vehicle Transfer Notification online at www.TxDMV.gov if they sell or trade in a vehicle.

Contact/Help

Texas Department of Motor Vehicles

Form VTR-136
(Rev. 02/11)
Page 1 of 1

CONDADO DE EXPEDICION DE TITULO

Comprador(es) lea(n) y devuelva(n) esta **forma firmada** a la Agencia

El (los) Comprador(es) de vehículos puede(n) escoger el condado del estado de Texas en donde quiera(n) que la agencia registre la operación para transferir el título y/o registrar la compra de un vehículo.

Comprador(es) escoja(n) únicamente una de las siguientes opciones:

- **SU CONDADO DE RESIDENCIA**
- **CONDADO EN DONDE EL VEHICULO SE COMPRO**
- **CONDADO EN DONDE SE GRAVO EL VEHICULO (POR EL TENEDOR/ POSEEDOR DEL GRAVAMEN)**

Registra mi operación en el Condado de _____

Nombre del Condado (deberá ser llenado por el (los) comprador (es) del vehículo)

Dicho condado recibirá los impuestos sobre la venta, las tarifas de transferencia de título, y todas las demás tarifas estatales y locales cobradas al momento de la solicitud del título. La oficina de impuestos del condado está autorizada a retener una porción de los ingresos para el condado.

_____ FIRMA DEL COMPRADOR — _____ FECHA

_____ FIRMA DEL COMPRADOR — _____ FECHA

Nota a las Agencias:

No envíe este documento con la operación del título. **Este documento deberá archivarse junto con sus documentos del vehículo**.

La ley estatal requiere que toda agencia con licencia para venta de vehículos solicite un certificado de título y registro para un vehículo en el condado especificado por el comprador. (Código de Transporte §501.0234)

El (los) comprador(es) del vehículo también deberá(n) protegerse sometiendo una Notificación de Transferencia de Vehículo, por medio del Internet en la página www.TxDMV.gov si venden un vehículo o lo entregan como pago parcial en la compra de un vehículo.

Contacto/ayuda

Texas Department of Motor Vehicles

Power of Attorney to Transfer Motor Vehicle

VTR-271
(Rev. 11/09)
Page 1 of 1

- No Alterations Allowed
- Complete All Sections
- Type or Print in Black or Blue Ink

This is to certify that I, _____
Name of Owner

of the County of _____

and the State of Texas, owner of the following described motor vehicle, do make, constitute and appoint:

_____
Type or Print Name

of the County of _____ and the State of _____, my true and lawful attorney,

for me and in my name, place and stead to sell, transfer, and assign or purchase and apply for the title on the motor vehicle described as follows:

Year	Make	Body Style	Model	License Plate Number

Vehicle Identification Number	Title / Document Number

This completed and signed form grants my attorney full power and authority to do and perform all and every act necessary to transfer and assign the legal title to the motor vehicle described, or to purchase and apply for a title to anyone who may be designated by my attorney.

NOTE: This form must be properly completed before it is an acceptable document. The power of attorney cannot be granted to the selling or buying dealer, an employee of the dealer, or relative of the dealer, unless the vehicle is exempt from the odometer disclosure law (i.e., the year model is ten or more years old, the carrying capacity exceeds two tons, or the vehicle is not self-propelled). This form may be used in a dealer sale if a disinterested third party is appointed. A disinterested third party is defined as an individual with no relationship to the dealer or dealership.

If a Power of Attorney is used to apply for a certified copy of title, the person(s) signing must include a photocopy of their U.S. government issued photo identification (a state issued Driver License, a U.S. Government issued Identification Card, or a U.S. passport).

I further certify that the current odometer reading is _____ miles and to the best of
(No Tenths)

my knowledge the odometer reading is the ***ACTUAL*** mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in ***EXCESS*** of its mechanical limits.

☐ 2. The odometer reading is ***NOT*** the actual mileage. ***WARNING - ODOMETER DISCREPANCY***

_____
Name of Owner

_____
Signature of Owner

Address	City	State	Zip Code

_____
Date

WARNING: State Law provides that falsifying information on any required statement or application is a third–degree felony.

Contact/Help

Form VTR-271 **www.txdmv.gov**

VTR-346
(Rev. 11/09)
Page 1 of 1

Texas Department of Motor Vehicles

Texas Motor Vehicle Transfer Notification

- You must submit this form **within 30 days of the vehicle's date of sale** to help protect yourself from liability for criminal or civil acts involving the vehicle and the buyer(s).
- When you submit this form, the motor vehicle record will be marked to show the vehicle has been sold.
- The more information you provide about the buyer(s), the more protection you may have from liability for the vehicle.
- Mail completed form to: **TxDMV Vehicle Titles and Registration Division, PO Box 26417, Austin, TX 78755-0417**

Seller Information - Type or print legibly

Last Name or Business (as shown on Title)	First Name	MI

Address	City

State / Province	ZIP / Postal Code	Phone

Country (if out of U.S.)	E-mail

Vehicle Information

Plate Number	Year	Make	Model

Vehicle Identification Number

Title Document Number

Buyer Information 1 - Provide as much buyer information as possible (up to two buyers may be listed).

Last Name or Business	First Name	MI	Phone

Address	City	State / Province

ZIP / Postal Code	Country (if out of U.S.)

Buyer Information 2 - If more than one buyer, provide information on the additional buyer.

Last Name or Business	First Name	MI	Phone

Address	City	State / Province

ZIP / Postal Code	Country (if out of U.S.)

Transfer Details	Plates - Car or Light Truck (1 ton or less only)
Date of Sale:	**Did you keep your plates?** ☐ Yes ☐ No

By my signature, I am notifying the Texas Department of Motor Vehicles that I sold or gifted the above vehicle, which was legally owned by me. I understand that the department will notate the transfer on the vehicle record, and that under Texas law the vehicle will remain in my name until the new owner transfers the title. State law makes falsifying information on this application a third-degree felony.

Signature of Seller

Date Signed

Contact/Help

Keep a copy of this form for your records.

Texas Department of Motor Vehicles

Affidavit for Repossessed Motor Vehicle

Form VTR-264
(Rev. 03/10)
Page 1 of 1

Submit this form, along with any transfer documents, to your county tax assessor-collector's office for processing.

YEAR MODEL	MAKE	BODY STYLE

VEHICLE IDENTIFICATION NUMBER	TEXAS CERTIFICATE OF TITLE DOCUMENT NUMBER

This vehicle was repossessed because of the failure of the owner(s) to meet the legal obligation regarding the vehicle. This repossession is not made with intent to defeat the purpose of the Texas Motor Vehicle Safety Responsibility Act, which provides that a person cannot legally operate a motor vehicle in Texas without liability insurance coverage.

METHOD OF REPOSSESSION: PLEASE MARK THE APPROPRIATE BOX.
SUPPORTING DOCUMENTS MUST BE ATTACHED TO THE TITLE APPLICATION WITH THIS AFFIDAVIT.

☐ **TERMS OF SECURITY (LIEN) AGREEMENT**
If a lien is **not recorded** on the Texas Title. The lienholder (dealer included) must apply for a Texas Certificate of Title in their name with a copy of the security agreement before reselling the vehicle.

☐ **SEQUESTRATION**
The original or a certified copy of the Sheriff's Bill of Sale must be attached to the title transaction.
(A Writ of Sequestration ordering a sheriff or constable to seize property may be issued by Judges and Clerks of the District and County Courts and Justices of the Peace.)

☐ **FLOOR PLAN LIEN**

DEALER'S GENERAL DISTINGUISHING NUMBER

PRINT DEALER NAME

A "Floor Plan" lien covers vehicles in a dealer's inventory. If the dealer is in default under the terms of the security agreement, the lienholder may repossess and transfer ownership without securing title in the dealer's name. In such instances, an application for title in the name of the purchaser must be supported by the following documentation:

1. Manufacturer's certificate or certificate of title properly assigned to the dealership and reassigned to the purchaser by the lienholder.
2. Form VTR-264, *Affidavit for Repossessed Motor Vehicle*.
3. Photocopy of the Security Agreement or Secretary of State's Form UCC-1.

This is to certify that the undersigned has repossessed the above motor vehicle.

NAME OF LIENHOLDER

(AREA CODE) PHONE OF AUTHORIZED AGENT

PRINTED NAME OF AUTHORIZED AGENT

SIGNATURE OF AUTHORIZED AGENT

Before me, this day personally appeared the above affiant who by me being duly sworn upon oath says that the statements set forth above are true and correct.

Subscribed and sworn to before me this _____ day of _____, year _____.

Notary Public

_____ Notary Public _____ County, Texas

WARNING: State law provides that falsifying information on any required statement or application is a third degree felony.

Contact/Help