

# Dealer Training & Information Guide



New  
SmartLockers



*“We recognize the pace and special issues dealers face every day. We are dedicated to providing timely, accurate and courteous service”*

*Noelle Branning*

Noelle Branning  
Lee County Tax Collector



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## Overview

This training module is to assist you in the process of title and registration for customers who purchase a vehicle /vessel /mobile home from your dealership. We will include samples of forms that are needed to process and instructions as to how to complete those forms for your reference. You can get a quick response to your questions by emailing us using our convenient online contact form below [Lee County \(leetc.com\)](http://Lee County (leetc.com)) or emailing us directly at [dealerall@leetc.com](mailto:dealerall@leetc.com) or find helpful information on our website [www.leetc.com](http://www.leetc.com).

information is taken directly from DHSMV procedures and is subject to change. Always reference specific DHSMV procedure for most current information.

## Hours of Operation

Monday, Tuesday, Wednesday & Friday: 8:30 am – 5:00 pm

Thursday: 9:00 am – 5:00 pm

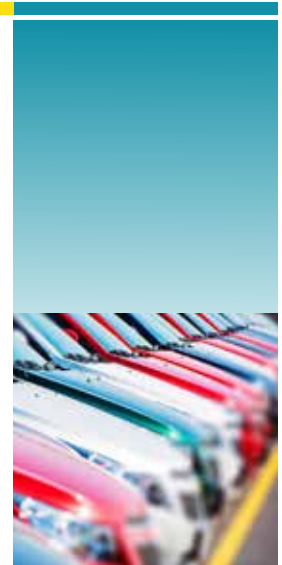
## Smart Lockers

LCTC now uses Luxer One Smart Lockers. This locker system offers 24/7 drop off and pick up of your dealer work. For your security, the lockers are monitored by security cameras and opened exclusively by unique access codes. For your convenience, you can track your paperwork in real time and will receive notifications by email or text every step of the way. You can reach us at [DealerAll@leetc.com](mailto:DealerAll@leetc.com) with any questions.



## General Information

- All transactions being submitted must be listed on the control sheet with its specific instructions (i.e. fast title, specialty plate, etc.)
- Failure to provide dealer PIN number on your control sheet, will result in a rejection.
- Unlimited control sheets may be submitted
- Each control sheet should have their own individual form of payment attached.
- To avoid confusion, please **submit your work in a folder large enough to hold a license plate labeled with the dealership's name.** If dropping for multiple dealers, please be sure to have each dealer in a separate folder and labeled.
  - Dealer tips – Please place your work in a clear weatherproof folder, we find this to be most effective for everyone
- All paperwork must be 100% complete when dropped.
- A valid Florida, Out of State w/photo, US Territory, (American Samoa, Guam, Marianas, Puerto Rico, and US Virgin Islands) or Canadian driver license or identification card, a US/Out of Country passport is acceptable as proofs of identity. If the paperwork includes a completed form HSMV 82040, which includes their customer's Florida DL/ID card number, the paperwork will be accepted without a copy of the customer's Florida DL/ID card. If the customer's proof of identification is something other than a Florida DL/ID card, the dealer must submit a copy of this proof with their customer's paperwork. A military ID card is not acceptable.
- Any officer/agent of a corporation/company signing for the business should specify their "official title" on the paperwork. Proof that the officer/agent is authorized to sign for the business can be verified at the following web address: <http://www.sunbiz.org/search.html>
- If proof cannot be obtained through the above web address, a letter on original business letterhead stating that the person signing is authorized to do so. The letter must be signed by an officer of the business who listed on the corporation papers
- The name on the application MUST be shown exactly as the name appears on the driver license, identification card, passport, or corporation papers. If the customers record is already in the Florida Real -Time Vehicle Information System (FRVIS), a copy of the Florida driver license or identification card **is not** required to be submitted with paperwork to the tax collector's office; however, it is **required to be listed on the application HSMV 82040**
- If you have a new runner/courier for the dealership, he/she will need to be added to the Dealership Authorization Form on file with our office. You will need to submit a letter of authorization on letterhead stationery for the new runner. Also, if you need to remove an authorized individual from the pick-up list, you will need to submit a letter on letterhead stationery requesting the individual to be removed.
- Florida Law requires Licensed Dealers to process paperwork for the customer; this includes courtesy Deliveries, within 30 days from the date of purchase.



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## General Information – Dealer

- Division of Motorist Services Office (DMS) –Palmetto Region VIII
- The DMS regional office in Palmetto covers the Lee County area. This office oversees dealer licensing matters (dealer license issuance and renewals, dealer pin number issuance, foreign vehicle inspections, pin number replacements, dealer audits, etc.)

Contact information is 323 10th Ave W Ste. 200 Palmetto, FL 34221  
(941-723-4551)

- Link below provide additional information regarding a dealer license in Florida
- <https://www.flhsmv.gov/pdf/dealerservices/dealerhandbook.pdf>
- Dealer PIN Number
- Four-digit number assigned to the dealership by the DMS office
- To have transactions processed through the tax collector’s office, the dealership representative submitting the paperwork is required to provide this number.
- Per the DMS office, the tax collector’s office is not authorized to release or retain this number
- LCTC now uses Smart Lockers

## Address Information

We will process your transaction by the address information that you provide on the application for title, form 82040. Remember that in Florida, the customer information is connected to the Driver’s License. You should always ask the customer if the address on the DL is the correct address for them. When we process the transaction, the address we record will change their DL record and title record to the address we enter. For example – if you have a father and son, they live at different addresses, be sure to record both addresses. If you do not and you supply one address, then that will be the address we record for both. Maybe someone has an address where they reside but receives their mail somewhere else, please use the correct address information in section one of the 82040, to be sure to record it the correct way.





## New License Plate vs. Tag Transfer

When processing a title transfer, you need to ask the customer if he/she has a tag to transfer. More than likely the customer will have a registration for the tag to be transferred. If not, the customer can call our office at 239-533-6000 and ask if they have a tag in the system to use for credit. If they do have a tag to transfer, the plate number must be listed on the 82040 in section 2. Be sure to ask the customer if they still have the plate they want to transfer in their possession. If they do not, a replacement plate will need to be issued. If the customer does not have a tag to transfer, a new license plate will need to be issued. Have the customer check over the exemptions listed on HSMV Form 82002 Initial Registration Fee Exemption Affidavit, to see if they qualify for any of the exemptions. If they qualify for an exemption, be sure to complete the affidavit and attach the required documentation listed on the 2nd page of the affidavit. Be sure to list how the registration needs to be processed on the Control Sheet submitted with each deal. Remember that the registration will expire according to the first owner's birthday. Months can be lost on transfers changing ownership order from prior registration if you do not mark the correct months of registration on the Control Sheet.

## Title Transfer

- The title needs to be entirely completed on the front of the title using reassignments on the backside of the title to reassign to the buyer. (Out-of-state titles may have the transfer section on the back of the title). If all reassignments are used on the backside of the title; you are to use form HSMV 82994 (Dealer Reassignment) to reassign to your buyer.
- The HSMV Form 82040 (Application for Certificate of Title) must be completed in its entirety.
- If there was a lien on the title, the lien release on the title must be completed or HSMV Form 82260 Lien Satisfaction must be submitted.
- A \$20.00 late fee will be assessed to all motor vehicle titles if the **date of sale** is more than 30 days from the date received in our office. The late fee for vessel titles is \$10.00.



# Sample Title Document

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-6605

T# 1594317951  
B# 440453

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regs. No.	Title Number
SUX2V4C57BL401245	2011	BMW	UT	4960		118043314

Registered Owner: **Bruno Mars**  
111 Marry U Dr.  
Fort Myers, FL 33901

Date of Issue: **01/28/2022**

Mail To:  
**Bruno Mars**  
111 Marry U Dr.  
Fort Myers, FL 33901

**IMPORTANT INFORMATION**

- When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
- Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
- Remove your license plate from the vehicle.
- See the web address below for more information and the appropriate forms required for the purchaser to file and register the vehicle, mobile home or vessel: <http://www.hsmv.state.fl.us/tm/titnt.html>

## CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regs. No.	Title Number
SUX2V4C57BL401245	2011	BMW	UT	4960		118043314

Registered Owner: **Bruno Mars or Adele Mars**  
111 Marry U Dr.  
Fort Myers, FL 33901

1st Lienholder: **NONE**

Division of Motorist Services, Tallahassee, Florida, Department of Highway Safety and Motor Vehicles

Control Number: **150300903**

18 / 5 150300903

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

1 Seller Must Enter Purchaser's Name: **Purchaser's Name**      2 Address: **Purchaser's Address (Mail or Residential)**

3 Seller Must Enter Selling Price: **Selling Price**      4 Seller Must Enter Date Sold: **Date Sold**

5 We state that this:  1 or  2 or  3 or  4 digit odometer now reads: **6 8 1 2 4** (do not include miles, date read **date read** and I hereby certify that to the best of my knowledge the odometer reading is correct.  1 reflects ACTUAL MILEAGE  2 is IN EXCESS OF ITS MECHANICAL LIMITS  3 is NOT THE ACTUAL MILEAGE

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

6 SELLER Must Sign Here: **Seller's Signature**      6 CO-SELLER Must Sign Here: **Co-Seller's Signature (if applicable)**

Print Here: **Seller's Printed Name**      Print Here: **Co-Seller's Printed Name (if applicable)**

Selling Dealer's License Number: **Only Required on Dealer Transactions** Tax No.      Tax Collected

7 PURCHASER Must Sign Here: **Purchaser's Signature**      7 CO-PURCHASER Must Sign Here: **Co-Purchaser's Signature (if applicable)**

Print Here: **Purchaser's Printed Name**      Print Here: **Co-Purchaser's Printed Name (if applicable)**

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE.

STATE OF FLORIDA

ODOMETER CERTIFICATION - Federal and state laws require that you state the mileage in connection with transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

**SELLER'S INFORMATION:**  
 Selling Dealer's License No.: V110236141  
 Selling Dealer's Name: CARMAX  
 Tax No.: 69-74528115  
 Tax Collected: \$745.00  
 Selling Dealer's Address: 2525 SANFORD AVE SANFORD FL 32771  
 Date Sold: 01/15/2016

**BUYER'S INFORMATION:**  
 Purchaser's Name: DELAND RELIABLE USED CARS  
 Address: 2788 HWY 17-92 DELAND FL 32724

I/WE STATE THAT THIS  3 OR  5-DIGIT ODOMETER NOW READS: 126,599 (NO TENTHS) MILES, DATE READ: 01/15/16 AND I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ODOMETER READING:

CAUTION: READ CAREFULLY BEFORE YOU CHECK A BOX  
 1. REFLECTS ACTUAL MILEAGE  
 2. IS IN EXCESS OF ITS MECHANICAL LIMITS  
 3. IS NOT THE ACTUAL MILEAGE.  
(EXCESS OF ITS MECHANICAL LIMITS APPLIES TO 5-DIGIT ODOMETERS) WARNING - ODOMETER DISCREPANCY

Purchaser Must Sign Here: *Jane Smith*  
 Co-Purchaser Must Sign Here: \_\_\_\_\_  
 Print Name: JANE SMITH-AGENT  
 Print Name: \_\_\_\_\_  
 Seller/Agent Must Sign Here: *Marilyn Monroe*  
 Auction Name (When Applicable): \_\_\_\_\_  
 Print Name: MARILYN MONROE  
 Auction License Number: \_\_\_\_\_

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**REASSIGNMENT BY LICENSED DEALER:**

**Each applicable re-assignment must be complete and accurate.**

Selling Dealer's License No.: \_\_\_\_\_  
 Selling Dealer's Name: \_\_\_\_\_  
 Tax No.: \_\_\_\_\_  
 Tax Collected: \_\_\_\_\_  
 Selling Dealer's Address: \_\_\_\_\_  
 Date Sold: \_\_\_\_\_  
 Purchaser's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

I/WE STATE THAT THIS  3 OR  5-DIGIT ODOMETER NOW READS: \_\_\_\_\_ (NO TENTHS) MILES, DATE READ: \_\_\_\_/\_\_\_\_/\_\_\_\_ AND I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ODOMETER READING:

CAUTION: READ CAREFULLY BEFORE YOU CHECK A BOX  
 1. REFLECTS ACTUAL MILEAGE  
 2. IS IN EXCESS OF ITS MECHANICAL LIMITS  
 3. IS NOT THE ACTUAL MILEAGE.  
(EXCESS OF ITS MECHANICAL LIMITS APPLIES TO 5-DIGIT ODOMETERS) WARNING - ODOMETER DISCREPANCY

Purchaser Must Sign Here: \_\_\_\_\_  
 Co-Purchaser Must Sign Here: \_\_\_\_\_

Federal and State laws prohibit an individual appointed as an attorney-in-fact from completing an odometer disclosure when acting as both transferor (seller) and transferee (buyer). However, **a licensed dealer/business may be entitled to use form HSMV 82995, Motor Vehicle Power of Attorney/Odometer Disclosure**, when one of the following applies:

- The certificate of title is being held electronically.
- The certificate of title is physically being held by the Lienholder and is not available for the transferor (seller) to endorse to transfer ownership and disclose the odometer reading of a motor vehicle.
- The certificate of title is lost and not available for the transferor (seller) to endorse to transfer ownership and disclose the odometer reading of a motor vehicle.

O Part C of form HSMV 82995 must be completed by the same person acting as the power of attorney after the dealership has transferred all odometer information to the certificate of title.

## How to Correct Errors on Title

Any alteration or erasure voids the title. If an error has been made (other than an odometer error), please submit an Affidavit of Correction on your Dealership's Letterhead.

If there is an error on the odometer, you must include HSMV Form 82993 Separate Odometer Disclosure signed by both the buyer and seller and accompany an Affidavit of Correction on your Dealership's Letterhead.



# HSMV Form 82040 Application for Certificate of Title

## Line by Line

### Section 1 Owner/Applicant Information

- Notate Application and vehicle type.
- Notate if you are requesting the certificate of title to be printed (mail to the customer), if this box is not checked the title will remain Electronic. **Checking box does not indicate that the dealer wants a fast title, if the dealer wants a fast title, they must indicate Fast Title on the Control Sheet**
- Notate if the Owner and (Co-owner if applicable) is a Florida resident.
- Notate if joined by “or” or “and”. If nothing is indicated, “And” will be assumed.
- Notate owner’s county of residence.
- Owner’s name, email address, date of birth, sex, and Florida Driver’s License number.  
**If the owner has an Out-of-State license or passport, you must submit a copy of the identification. Identification cannot be expired.**
- Co-owner’s information (if there is one, same information required as for the owner).
- The Owner’s mailing address. (Can be a PO Box or out of state address).
- **The Owner’s Florida address is mandatory. It cannot be a P.O. Box.**

### Section 2 Motor Vehicle, Mobile Home, or Vessel Description

- Vehicle/Vessel Identification Number
- Make/Manufacturer
- Year of Vehicle/Vessel
- Body (i.e.: 2d, 3d, 4d, UT, PK, TK)
- Color
- Florida Title Number (if available)
- Previous State of Issue, even if the state is FL
- License Plate or Vessel Registration number to transfer
- Weight of Vehicle
- If a vessel, the Length, Type, Hull Material, Propulsion, Type of Fuel and Use of Vessel
- If motorcycle, the CC’s
- If a truck over 5000 pounds, a GWV must be declared
- Van Use

### Section 3 Brands, Usage, and Type

- Brands
- Usage
- Type

### Section 4 - Lienholder Information

- ELT Customer Box
- FEID Number, DMV Account # or DL # if individual is Lienholder
- Date of Lien
- Lienholder’s Name
- Lienholder’s Email Address
- Lienholder’s Address’s



## Section 5 Transfer Type

- Sale
- Gift
- Repossession
- Other (Remove/Add name)
- Date Acquired

## Section 6 Odometer Declaration

- Mark the appropriate box if the vehicle is a 5- or 6-digit odometer. (Refers to odometer's capabilities, not the number of digits currently displayed.)
- The mileage in the appropriate boxes.
- The date the mileage was read.
- Number 1 is to be marked if the mileage is **actual mileage**.
- Number 2 is only to be marked if the mileage **exceeds its mechanical limits**. (Example: the odometer is 5 digits, and it has rolled over.)
- Number 3 is to be marked if it is **not the actual mileage**. (Example – odometer broke)



## Section 7 Dealer Sales Tax Report - This must match the information on the title.

- Florida Sales Tax Registration number
- Date of Sale
- Dealer License Number
- Amount of tax collected
- Dealer/Agent Signature
- Year of Trade-in
- Make of Trade-In
- Title Number of Trade-in (if known)
- Vehicle Identification number of trade-in

## Section 8 Motor Vehicle Identification Number Verification

- This section is to be completed when the vehicle title being submitted is from another state.
- A Florida Notary, any Law Enforcement Officer, a military member with a rank of E-7 or higher or any licensed FL dealership can complete this section.

## Section 9 Sales Tax Exemption Certification

- This is only if it applies otherwise, leave blank. If it does apply, you must complete this section with the Consumer's Certificate of Exemption Number, Sales Tax Registration Number or Trade Information. If the customer has completed a trade-in or trade down and is exempt from sales tax, they would need to checkmark the box applicable and state the facts of the trade and transferor information, including the transferor's name and address, in the "Other: Explain" section.
- This section should also be used if the dealer is putting the title in their name and the vehicle will be kept on their lot for resale purposes. The dealer would state in the "Other: Explain" - "Vehicle will remain on lot for resale purposes". This will let the tax collector office know why there will not be sales tax collected or a plate issued to the dealer.

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## Section 10 Repossession Declaration

- This is only if it applies – otherwise, leave blank.

## Section 11 Non-use and Other Certifications

- This section is to be used if there are any mistakes on the title application that need to be redlined through or corrections made to the title application.

## Section 12 Application Attestment and Signatures

- The Owner and Co-Owner must sign and date.

## Section 13 Release of Spouse or Heirs Interest

- To be completed when a vehicle/vessel is inherited by more than one heir and the heirs are releasing their interest in the property. Must be accompanied by the proper paperwork. Contact our office before submitting paperwork, for information on what is required.

## Applications in the Business Name

Any officer /agent of a corporation/company signing required documentation for the business should specify their “official title” on the paperwork. Proof that the officer/agent is authorized to sign for the business can be verified at [Sunbiz.org](http://Sunbiz.org) (provide a printout).

If proof cannot be obtained through the above web address, a letter on original business letterhead stating that the person signing the application is authorized to do so and be signed by an officer of the business who is someone other than the person signing the application.

Proof of the validity of a business is also required. Such copies of governmentally filed FEID documents, fictitious name documents, corporation papers, “Certificate of Status” from the Department of State, etc. If you are submitting your signature proof from Sunbiz, the printout will serve as proof of validity as well as who is authorized to sign for the business.

If the business is solely owned, an affidavit from the owner stating they are the sole proprietor, and a copy of the business tax receipt must be submitted.



## Print ELT Titles

When a dealer is applying for a paper title and transferring the title from the customer to the dealer, a title transfer fee is not due, just the \$10 fast title fee. The dealer must submit their 82994 (Reassignment form) and an 82040 (application for title).

If the dealer is keeping the vehicle on their lot for “resale” purposes, they should indicate on the 82040, section 9 (Sales Tax Exemption Certification) – “other: explain” and state “Vehicle will remain on lot for resale purposes”. Please keep in mind that if the ELT lien has not been satisfied in the system, we will not be able to print the title or transfer it.

## Courtesy Deliveries

A Courtesy Delivery is defined as a retail purchase of a motor vehicle in another state, but physical delivery of the vehicle is made to the customer in Florida by a Florida dealer. When a Florida dealer is submitting paperwork for an out of state dealer involving a “courtesy delivery”, the Florida dealership’s information must be shown on the Form 82040 along with the wording “courtesy delivery”. The Florida dealer license number will be entered into FRVIS even though it is a courtesy delivery. The information may assist the DMS Regional offices and the Department of Revenue when auditing Florida dealers. The Florida dealer should be collecting sales tax for the sale or submitting proof that the tax was paid to the out of state dealer. The Florida dealer should not enter their “Florida Sales Tax Registration Number” on the 82040, as it makes them involved in the sale. Instead, they should submit any sales tax collected for the sale, to the tax collector’s office along with the customer’s paperwork. The Lemon Law fee would not be applicable.

## See Example of how to complete the 82040 dealer section.

The image shows a screenshot of the Florida Dealer Sales Tax Report and Vehicle Trade In Information form (HSMV 82040). The form is titled "DEALER SALES TAX REPORT AND VEHICLE TRADE IN INFORMATION (IF APPLICABLE)". It includes fields for Florida Sales Tax Registration Number, Date of Sale, Dealer License Number, Amount of Tax, Dealer-Agent Signature, Year of Trade In, Make of Trade In, Title Number of Trade In (if any), and Vehicle Identification Number of Trade In. The form is annotated with two callouts:

- A blue callout box on the right side of the form says "Signature still required." with an arrow pointing to the Dealer-Agent Signature field.
- A blue callout box at the bottom of the form says "If this were a lease the sales tax amount would be '0' you will list the Lease Company Sales Tax Exemption Number in Section 9 of the 82040" with an arrow pointing to the Amount of Tax field.

The form also includes the text "1. REFLECTS ACTUAL MILEAGE", "2. IS IN EXCESS OF ITS MECHANICAL LIMITS", and "3. IS NOT THE ACTUAL MILEAGE" at the top. The bottom of the form includes "HSMV 82040 - REV. 12/12" and "www.flhsmv.gov".



## Lease Vehicles

### Limited Lease Power of Attorney's

Often a dealer will copy the original of these types of powers of Attorney. That is OK, however, you must certify it to be a copy of the original (even if the attorney in fact signature is original). Our office can provide the form for the dealership to certify the power of attorney.

No person other than the owner of record or the authorized, designated company representative may sign any documents submitted as part of a certificate of title application or certificate of title transfer unless that person has been appointed as attorney-in-fact within a power of attorney. When the Lessee is signing for the Leasing Company, their name must be on the POA. If two names are listed, both must sign. Do not use Co-Purchaser section or signature lines for Lessee. A dealership cannot be appointed POA to sign for a leasing company. This is because they are already the seller and due to federal law, the dealership cannot sign as seller and purchaser for anyone, due to odometer disclosure requirements, unless they are using a secure POA form 82995. Therefore, the easiest third-party person would be the lessee, as they are already involved in the deal. This information can be found in Procedure Manual TL-02, see questions 7-10.

### MCO and Application for Florida Title form 82040, things to remember on a lease

MCO should list the owner only – which will be the leasing company, do not list the “lessee” as co-owner on the MCO.

The 82040 should be completed listing the Lessor (leasing company) information in all sections that states “owner”. Lessee info should be listed where it states “Co-Owner/Lessee. This includes name, address, DL number, etc. Be careful to record correct address information for the leasing company and lessee.

Be sure to mark the lease usage – long or short term (in section 3). In addition, you are required to add the Lessor (Lease Company) Florida Sales Tax Registration Number in section 9 of the 82040.

### HSMV Form 82053 Non-Secure Power of Attorney

This form can only be used when there is no mileage being claimed. (For example, vessel sales and exempt vehicles.) The original or a certified copy of the Power of Attorney must be submitted. This form must appoint an individual as attorney-in-fact, not the dealership. The form must be completed and signed. It no longer must be notarized.

When this form is being used for both buyer and seller (the same person is signing as POA for both), HSMV Form 82993 Separate Odometer Disclosure Statement and Acknowledgment signed by both the buyer and seller (no POA) must be submitted.

*Exception: If a name is being removed or added, the Separate Odometer Disclosure Statement is not required since the original owner already has interest in the vehicle.*



## HSMV Form 82994 Motor Vehicle Dealer Title Reassignment Supplement

Form HSMV 82994, Motor Vehicle Dealer Title Reassignment Supplement, is a secure form which is filed as follows:

- The ORIGINAL form is required to be attached to the certificate of title or the manufacturer's certificate of Origin (MCO) being surrendered with the application for title.
- The COPY of the form is for the dealer's record and must be retained by the dealer for five years.
- **It is used to reassign a certificate of title and make odometer disclosures between licensed dealers or between dealers and their retail buyers.**
- Form 82994, Motor Vehicle Title Reassignment Supplement, can only be used by a licensed motor vehicle dealer to reassign a certificate of title or another form of proof of ownership issued by another state or a foreign country, to another dealer or retail purchaser.

Form HSMV 82994, Motor Vehicle Title Reassignment Supplement, must be used by dealers:

- With conforming Florida Certificates of Title to make additional dealer reassignments and odometer disclosures when all reassignment and odometer disclosure spaces on the reverse side of the certificate of title have been used.
- With nonconforming Florida Certificates of Title to make reassignments and odometer disclosures.

When a motor vehicle is traded or assigned to a dealer and a conforming certificate of title is provided as proof of ownership, **all dealer reassignments on the conforming Florida Certificate of Title must be completed before a form HSMV 82994 can be used.**

- Florida law and federal regulations do not permit a dealer to jump off the original certificate of title, even in situations when the certificate of title is with a floor planner.
- If a dealer jumps from the conforming certificate of title to the form HSMV 82994 and all reassignments on the actual certificate of title have not been completed; the application for certificate of title must be rejected. Dealers involved in the transaction chain must complete the Florida Certificate of Title reassignments with all required information, including addresses.

NOTE: If any alterations/discrepancies are made on the form HSMV82994, a new HSMV Form 82994 must be completed.

## HSMV Form 82995 Secure Power of Attorney

This form can be used when the title is not available at the time of transfer for the buyer and seller to sign the title.

EXCEPTION: In the case of sole ownership of a dealership/company, the same person would make the disclosure. Therefore, the secure power of attorney would not be needed.

- This secure power of attorney form is only to be used when an individual appointed as the attorney-in-fact is acting as both transferor and transferee for purposes of completing the odometer disclosure statement in conjunction with the transferring ownership of the motor vehicle and odometer disclosure.

### Part A

- The seller appoints (Dealership name) as attorney-in-fact, completes the odometer disclosure, and signs and prints their name as seller.
- A representative from (Dealership name) will sign and print as the purchaser, the business name and address will be completed in this section.

### Part B

- A representative from (Dealership name) will sign as the seller. They will sign and print their name and complete business information.
- The purchaser will appoint (Dealership name) as attorney-in-fact, complete the odometer disclosure and sign and print as the purchaser.

### Part C

- This section should not be completed until the title has been received.
- This section is required to be completed by the person who has signed and transferred all of the odometer information onto the title.
- **The date in section C must be on or after the lien release date or title issue date.**

NOTE: If any alterations/discrepancies are made on the form HSMV 82995, a new HSMV Form 82995 must be completed.

- Some state and federal laws exempt certain motor vehicles from odometer disclosure requirements.

Form HSMV 82995, Motor Vehicle Power of Attorney/Odometer Disclosure should not be used when a vehicle is exempt due to one of the exemptions below:

- Ten (10) years old or older
- Not self-propelled
- A gross vehicle weight rating (GVWR) of more than 16,000 pounds

**NOTE:** If a power of attorney is needed for an exempt motor vehicle or any other reason, Use form HSMV 82053, Power of Attorney.

## HSMV Form 82101 Application for Duplicate

HSMV Form 82101 - Application for Duplicate or Lost in Transit Title.

When the title is recorded in two names joined by "and", both owners must sign the application. If the record is joined by "or", either owner may sign.

When a previous lien is notated in the system, we must have an original HSMV Form 82260 Lien Satisfaction, or a lien satisfaction on the Lienholder's letterhead stationery. If the lien is recorded electronically, the Lienholder must satisfy the lien through their ELT program, a paper lien satisfaction cannot be used.

There is no concern with tags in this process.

If using a POA a copy of the appointee's identification is required

### **If a dealer loses a customer's title:**

- A duplicate must be applied for using a current odometer reading and date read. Therefore, when the duplicate title is assigned to the dealership, the reading on the assignment may be lower than the reading on the duplicate title and the date may be earlier than the date of the duplicate title. If so, the dealership must submit an affidavit with an explanation.

**EXAMPLE:** Customer trades their vehicle into ABC dealership and assigns the title over to the dealership. ABC sells the vehicle to a retail customer and discovers they have lost the title. The dealership applies for a duplicate title for the original owner showing a current odometer reading. When the dealership receives the duplicate title, the assignment must again be completed to the dealership. Therefore, the odometer reading in the assignment may be less than the reading on the duplicate title. The date may also be earlier than the date of the duplicate title since the sale took place prior to the duplicate being issued. An affidavit would be required in this situation (from that dealership), explaining the circumstances. This would not be a problem **because** the reading on the form HSMV 82040 (completed by the retail customer) will always be the same as the reading on the duplicate title or will be higher than the reading on the duplicate title.

### **When a licensed Florida dealer or auction applies for a duplicate:**

- The address on the form HSMV 82101, Application for Duplicate is different from the address on DMV records, comply with the following:
- Check appropriate block in #2 on the form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home, or Vessel Title

Certificate (Rev. 6/96 or later). When a dealer/auction is applying, all required dealer/auction information must be completed.





## HSMV Form 82101 Application for Duplicate Title Line by Line

### Section 1 Type of Application

- Mark the Vehicle/Vessel Duplicate box
- Mark the Lost box
- Complete the Owner's Name and address

### Section 2 Application for Duplicate is made by:

- Mark the correct box as to who is applying.

### Section 3 Motor Vehicle, Mobile Home, or Vessel Description

- Vehicle Identification Number
- Make/Manufacturer
- Year
- Body
- Color
- License Plate or Vessel Registration Number
- Florida Title Number

### Section 4 Vehicle Usage/Brands

- Most will be Private, but mark if different.

### Section 5 Lienholder Information

- This section is if there is currently a lien on the vehicle/vessel
- Fill in the Lienholder's name and address

### Section 6 Application Attestment/Signatures and Odometer Declarations/Disclosure

- Mark either the 5- or 6-digit box
- The odometer reading
- The odometer date
- Carefully mark the correct box about the odometer reading
- Have the customer sign and print on the 3rd line – Signature of Seller/Owner/Lienholder

### Section 7

- Leave blank

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## HSMV Form 82993 Separate Odometer Disclosure Statement

### Fill in the Vehicle Description

- Vehicle Identification Number
- Year
- Make
- Color
- Body
- Title Number

### Complete the odometer reading

- Mark the 5- or 6-digit box
- Complete the odometer
- Fill in the date read

### Signatures

- The seller needs to sign and print his/her name and address.
- The purchaser needs to sign and print his/her name and address.

## HSMV Form 83330 Florida Insurance Affidavit

This form needs to be completed for EVERY title transfer unless you submit current coverage for vehicle title being processed. Current coverage must include all the following information. We cannot use the customer's insurance card for another owned vehicle.

- The customer needs to mark what kind of coverage they have.
- Insurance company name and policy number.
- The Five Digit Florida Company Code **MUST** be included in this affidavit. (This can only be found on the insurance card, not on the policy.) The location of the code on the card will vary depending on the insurance company.
- The year, make, and vehicle identification number.
- Signature of Insured is required, or if signed by someone other than the insured, a power of attorney must be submitted.

## Affidavit of Correction

This is a generic affidavit on your dealership letterhead, which can be used for any mistake on the title.

If there is an odometer mistake this form must be accompanied by the HSMV 82993 Separate Odometer Disclosure Statement.



## Military Affidavits

### Military Insurance Exemption Affidavit:

- This form will be used if the Active-Duty Military Personnel or their spouse is a Florida resident, who is stationed out-of-state on military orders. A copy of the military orders must be submitted with this form.
- Proof of current insurance from the out-of-state insurance company/agent stating that the military member is currently insured in the state where he/she is actively stationed. This should contain all policy information including the name of the insured, effective date of insurance, insurance company name, policy number, and vehicles covered. (A faxed letter on letterhead stationery is permissible).

## Sales Tax

Sales tax is figured on the purchase price of the vehicle/vessel, minus the trade allowance. No credit is given for rebates. The sales tax rate for Lee County is 6.5%.

Some counties have a Discretionary Sales Surtax. A customer's residential address determines whether the Discretionary Sales Surtax applies. Only the first \$5000.00 can be subject to this. This will be added to the 6% sales tax rate.

Lease vehicles are exempt from sales tax at the time of purchase, as long as the leasing company has a Florida Sales Tax Number for leases.

A sale by a Florida motor vehicle dealer to a resident of another state, within the United States, is taxable in an amount equal to the sales tax, which would be imposed, on such, sale in the purchaser's state of residence. However, the amount of sales tax collected from the out of state resident must NOT exceed Florida's state sales tax rate of 6.5%.

## Miscellaneous

A lien date is always required when adding a lien.

If a tag is being transferred, the tag number is required. If there is a change in the order of the owner's, the transfer fee will change to a prorated amount.

If an owner's birthday is within 3 months of the acquired date, the tag can be renewed.

Please indicate the months to extend on the control sheet to renew. This is optional.

Biennial registrations are now available, for most registrations.

It is very helpful to us if a contact name, number, payment, and PIN number is provided with the paperwork submitted.

Vessel Dealers should submit a "Boat Trailer Registration Application, fully completed. Available at the Dealer Section. If using your form, be sure to include all information located on the Tax Collector form.



## Initial Registration Fees

Section 320.072, Florida Statutes, provides for a \$225.00 Initial Registration Fee to be imposed upon the initial application for registration. The \$225.00 Initial Registration Fee must be collected when the owner **does not have** a previous Florida license plate or Florida record of a license plate. The plate must be registered in his/her name.

Therefore, customers who have never had a vehicle registered in their name, or those who are adding to the number of cars they previously owned would owe the \$225.00 initial registration fee.

There are times that the \$225.00 initial fee would not apply. Below is a summarized list of some of the most common exemptions to the fee:

### The fee imposed shall not apply to:

Prior registration - This exemption qualifies whether a private transfer or a retail sale through a dealer.

- Florida License Plate Transfer- This exemption qualifies whether a private transfer or a retail sale through a dealer.
- Operation of Law: Divorce, Inheritance, Repossession, Towing & Storage- This exemption qualifies only through a private transfer, but **NOT through the retail dealer.**
- Immediate family: This is a transfer between two members of a family, residing in the same residence, **and already titled in the family member's name, who is giving the vehicle. Therefore, this exemption would NOT qualify through a retail dealer.**
- Court order: This exemption would qualify through private transfer but **NOT through the retail dealer.**
- Various exemptions for military members: This exemption may qualify whether a private transfer or a retail sale through a dealer. Form HSMV 82002 would be a helpful tool to determine whether the military member qualifies for an exemption of the initial registration fee.

The above information was compiled from RS-30 in the Florida DMV procedures manual. This is not to be considered a complete notice of information, but simply a guide to assist in determining if the initial registration fee is due.

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## Fees

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Florida Title Transfer	\$75.75
MSO	\$77.75
Out of State Title Transfer	\$85.75
Mail the Fee	\$2.50
Fast Tittle	\$10.00
Late Fee	\$20.00
Lemon Law Fee	\$2.00
Lien Fee	\$2.00
Initial Registration Fee	\$225.00
Tag Fee	\$28.00
Specialty Plate Fee	\$20.00 - \$30.00
Tag Transfer	\$4.60 - \$9.60
Military Non-Resident	\$16.60
Lien Add	\$77.25
ELT Lien Add	\$74.75
Print ELT w/ or w/o Title Transfer	\$10.00

## Auto

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Weight	12 months	13 Months	14-15 Months
0000 - 2499	\$28.10	\$42.60	\$47.40
2500 - 3499	\$36.10	\$58.60	\$63.40
3500 and up	\$46.10	\$78.60	\$83.40

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## Truck

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Weight	12 months	13 Months	14-15 Months
0000 – 2499	\$28.10	\$42.60	\$47.40
2500 – 3499	\$36.10	\$58.60	\$63.40
3500 and up	\$46.10	\$78.60	\$83.40

## Motorcycle

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12 months	13 Months	14-15 Months
\$28.10	\$42.60	\$47.40

## Non-Resident Military

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12 months	13 Months	14-15 Months
\$16.60	\$19.60	\$32.90

## Antique

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12 months	13 Months	14-15 Months
\$21.10	\$28.60	\$33.40

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## Frequently Used Links

***ELT List***

***DMV Manual***

***State Forms***

***Fee Chart***

***FL Insurance Company Lookup***

***Florida Business Lookup***

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## MOTOR VEHICLE / VESSEL DEALER Letter of Authorization

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Dealer License Number: \_\_\_\_\_

Please be advised that the following individual(s) is authorized to: (check all that apply)

Act as our agent and sign on our behalf

Act as our agent and sign on our behalf

- Fast Titles
- Title/Registration Receipts / License Plates
- DMV Inventory / Supplies

1) \_\_\_\_\_

4) \_\_\_\_\_

2) \_\_\_\_\_

5) \_\_\_\_\_

3) \_\_\_\_\_

6) \_\_\_\_\_

Printed Name/Title of Owner/Officer: \_\_\_\_\_

Signature of Owner/Officer: \_\_\_\_\_