

Commercial Title Services Checklist

You may find this helpful to complete & staple to each transaction

Customer Name _____

VIN # _____ Dealer PIN Number _____

Note: Erasures, whiteout or alterations cannot be accepted on documentation

- A signed check made payable to David Jordan, Lake County Tax Collector**, the amount will be entered upon completion of transactions (one check can be used for multiple transactions)
- Manufacturer’s Statement / Certificate of Origin**
- Certificate of Title:** How would you like the titled processed? (Electronic Title if not checked below)
 - Fast Title* Mail Title
 - * (Note: Need fast title authorization/release)*
- Motor Vehicle Title Reassignment (HSMV 82994)** completed when applicable
- Application for Certificate of Title with / without Registration (HSMV 82040)** section #2 for the license plate number and section #11 for non-use and other certifications in lieu of additional documents)
- Power of Attorney**
- Proof of Identification - Submit a copy of ONE of the following:**
 - **Individuals:** State issued driver license, state issued photo ID, Canadian or U.S. Territory issued driver license or photo identification card, or passport (all documentation must have a photo)
 - **Businesses:** FEID, fictitious name, corporation documents or trust documentation
- Transfer of Current Registration:** If you are transferring a current Florida license plate registered to one of the applicants of this vehicle, a copy of the current registration or the following is required:
- License Plate Number:** _____ (check one below)

Issue New license Plate	
Transfer only (don't renew)	<i>Note: If within 30 days renewal is automatic for 1 year</i>
Transfer and Renew	<i>Note: If renewal is within 90 days renew for 15 months</i>
Transfer, Renew and Replace	<i>Note: If renewal is within 30 days renewal is automatic for 1 year*</i>
Transfer, Renew and Replace	<i>Note: If renewal is within 90 days renew for 15 months*</i>

 - * **Application for Replacement License Plate, Validation Decal: (HSMV 83146)** submit when a license plate needs to be replaced
- Proof of Current Florida Insurance:** One of the following acceptable forms is required:
 - FL Insurance Policy
 - FL Identification Card
 - FL Insurance Affidavit

*(Note: All acceptable forms of insurance verification with the **five-digit company code** to accurately identify the insurance company)*

Any rejected work will be returned with a customer information sheet detailing the reason and the documentation needed to reprocess.

Tavares

Leesburg

Clermont