

# ETR, TAVT, & TITLES PRESENTATION



# Titles/TAVT MANUALS

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- ▶ **Motor Vehicle Manual for Vehicle Titles**
  - ▶ For Titles
- ▶ **Georgia Department of Revenue Tax Guide for Motor Vehicle Dealers.**
  - ▶ For TAVT

# Major Responsibilities

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- ▶ Issue a TOP (Temporary Operating Permit) for your customer during the 30-day period
- ▶ Apply for a title in your customer's name for any vehicle they purchase from your dealership, within 30 days of the date of sale
  - ▶ When a lien holder: Transfer the title into the customer's name within 20 days.
- ▶ Customer has 45 days from the date of sale to either purchase a tag or to transfer their existing tag to the vehicle
  - ▶ Customer will be unable to obtain a tag/operate vehicle if a title has not been applied for in their name.
- ▶ The selling dealer will be required to pay a penalty, if they fail to apply for a title in their customer's name within 30 days of the date of sale





## PENALTIES FOR NOT APPLYING FOR A TITLE IN THE REQUIRED TIME FRAME



- ▶ Customers file complaint to the Used Car Board
  - ▶ Inspection and a possible fine
- ▶ Some customers go to an attorney and file a lawsuit
  - ▶ Costly to defend
- ▶ Customers can also post a bad review online
  - ▶ Negatively impacts future sales and revenue
- ▶ Funding from lenders may be held up or denied if the title is not transferred

# Mileage Exemption

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- ▶ As of 1/1/2021, 2011 year models and newer are subject to the 20-year exemption rule
  - ▶ 2011 vehicle models are not eligible for exemption until 2031
- ▶ 2010 models and older are subject to the 10-year exemption rule

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- |  <b>Georgia Department of Revenue - Motor Vehicle Division</b><br><b>Form MV-1 Motor Vehicle Title Application</b><br><small>For instructions on how to complete this form, please see instructions on page 2.</small>  |   | MV-1 (Revised 10-2018)   |
|--|---|--|
|   |   |  |
| <b>A VEHICLE INFORMATION</b>   |   |  |
| Vehicle ID (VIN): _____  | Current Title # _____   | Year: _____  |
| Make: _____  | Current Title's State of Issue: _____   | Color: _____   |
| Model: _____   | GA County of Residence: _____   | Cylinders: _____   |
| Body Style: _____  | District # _____  | Fuel Type: _____   |
| Odometer exceptions: <input type="checkbox"/> EXEMPT <input type="checkbox"/> Exceeds Mechanical Limits of Odometer <input type="checkbox"/> Not the Actual Mileage, Warning Odometer discrepancy<br>Odometer Reading: _____ Date Purchased: _____   |   |  |
| <b>COMPLETE FOR ALL COMMERCIAL VEHICLES</b>  |   |  |
| Gross Vehicle Weight & Load: _____   | Straight Truck? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      | Used for Hire? <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| Type of Trailer Pulled? _____  | Product Hauled? _____   | Is this a Farm Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>B OWNER INFORMATION</b>   |   |  |
| Number of Owners: _____ Leased Vehicle: <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, complete Section D)<br>If purchased from an out-of-state business, did you pick up the vehicle out-of-state? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Owener's signature below warrants: I do solemnly swear or affirm under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a material false statement punishable by fine up to \$5,000 or by imprisonment of up to five years, or both that the statements contained herein are true and accurate.</i>  |   |  |
| <b>OWNER # 1</b>   |   |  |
| Full Legal Name: _____   | Driver's License # _____  | State: _____   |
| Date of Birth: _____   | Email Address: _____  | Phone # _____  |
| Business Name: _____   | Name of Agent: _____  |  |
| Address: _____   |   |  |
| Mailing Address: _____   |   |  |
| *Signature of Owner 1 or Business Agent: _____   |   | Date: _____  |
| <b>OWNER # 2</b>   |   |  |
| Full Legal Name: _____   | Driver's License # _____  | State: _____   |
| Date of Birth: _____   | Email Address: _____  | Phone # _____  |
| Business Name: _____   | Name of Agent: _____  |  |
| Address: _____   |   |  |
| Mailing Address: _____   |   |  |
| *Signature of Owner 2 or Business Agent: _____   |   | Date: _____  |
| <b>C SELLER INFORMATION</b>  |   | <b>D LESSEE INFORMATION</b>  |
| GA Dealer's/Bank's 12 Digit Customer ID # (If Applicable)<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 2px;"></div> | Driver's License Number, if individual: _____   |  |
| Full Legal Name or Business Name and Address: _____<br>_____<br>_____  | Lessee's Full Legal Name & Address or Business Lessee's Full Name & Address: _____<br>_____<br>_____<br>_____ |  |
| If Georgia Seller, County Name: _____  | Lessee's GA County Name: _____  |  |
| Directly Financed Dealer Sale: <input type="checkbox"/> Yes <input type="checkbox"/> No  | Lessee's Phone Number: _____  |  |
| <b>D SECURITY INTEREST OR LIENHOLDER INFORMATION (Attach any information on additional lienholders)</b>  |   |  |
| 12 Digit ELT ID # <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>  | Name: _____   |  |
| Address: _____   |   |  |
| 12 Digit ELT ID # <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>  | Name: _____   |  |
| Address: _____   |   |  |
| <b>F ATTORNEY IN FACT INFORMATION Attach original power of attorney if title is to be mailed to attorney in fact.</b>  |   |  |
| Name: _____  |   |  |
| Mailing Address: _____   |   |  |
| Phone Number: _____  | Email Address: _____  |  |



# Title Assignment

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- ▶ Purchaser or transferee's full legal name and current address.
  - ▶ Use customer's Georgia Driver's License or Georgia Identification Card.
- ▶ Date of sale or ownership transfer (month, day, and year).
  - ▶ **Caution:** An altered purchase or transfer date results in a \$10 title penalty.
- ▶ The vehicle's odometer reading at the time of sale or ownership transfer.
  - ▶ If vehicle is exempt from the odometer disclosure requirements of the Federal Truth in Mileage Act put "exempt"
- ▶ Check the appropriate box when the vehicle's odometer does not reflect the total actual mileage or has travelled in excess of its mechanical limits
- ▶ Print and sign your name as buyer. This should include the printed name of the dealership and agent, and the signature of the agent.
- ▶ Print and sign your name as seller. If jointly owned, each seller or transferor must print and sign his or her own name.
  - ▶ If the seller or transferor is a company (dealership), the printed name of the company is required, in addition to the printed name and signature of the company's authorized agent

# Purchaser/Transferee Responsibilities

- ▶ The purchaser should acknowledge the odometer declaration made by printing and signing the documents
  - ▶ This includes the co-buyer if there are multiple owners
- ▶ If the purchaser is a company: the company's printed name is required as well as the printed name and signature of the company's authorized agent.

**Caution:** Odometer fraud is still an issue. Please note that the odometer reading should increase through the assignments. Errors are easier to resolve before the title is applied for.



# Trade-In Vehicles

- ▶ Vehicles taken in on trade must be titled in the name of your new purchaser.
- ▶ The owner/owners on the face of the title must sign as seller, showing the dealership as purchaser.
- ▶ A trade-in is required to be a vehicle where TAVT was previously paid.

# Corrections to Title Applications

- ▶ Alterations or corrections to the face of a title or manufacturer's statement of origin (except when corrected by the issuing agency) are **UNACCEPTABLE** and require the issuance of a new title.
- ▶ If your dealership acquires a title that has incorrect information on the face of the title, a new corrected title must be obtained from the original issuing state.

# Corrections to Assignments

- ▶ Lightly line-through the incorrect information leaving it **STILL VISIBLE**
- ▶ Enter the correct information legibly above the lined-through information.
- ▶ Persons required to complete the assignment, should complete an Affidavit of Correction, Form T-11 ,explaining the reason for the correction.





# Unacceptable Corrections

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- ▶ Use of correction fluid, such as white out
- ▶ Erasures
- ▶ Total blocking out of information




# Form T-11 Cannot Be Used to Correct:

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- ▶ An incorrectly recorded lien or security interest holder.
  - ▶ Use T-4 Lien release form to correct or a letter from the lien holder on their letterhead stationary.
- ▶ An incorrectly entered odometer reading
  - ▶ Use **Odometer Discrepancy Affidavit T-107.**
- ▶ An incorrect purchase or transfer date corrections require one of the following:
  1. Payment of a title penalty
  2. A copy of the front and back of the check between the seller and the buyer supporting the purchase or transfer date change; or
  3. You must obtain a replacement title from the issuing agency for proper assignment with the correct date.

T-11 (Revised 10-2017)  
Web and MV Manual

 **Georgia Department of Revenue - Motor Vehicle Division**  
**Affidavit of Correction**  
ANY CORRECTION OR ALTERATION WILL VOID THIS AFFIDAVIT

**Purpose of this Affidavit:** This affidavit is to be completed by the seller/transferor of a motor vehicle when there is a correction made in the assignment of title or Manufacturer's Certificate of Origin. This affidavit cannot be used when information has been blocked out by erasure or the use of correction fluid, or to correct an odometer reading, a purchase date or an incorrectly recorded lienholder or security interest holder.

**How to submit this Affidavit:** This affidavit must be completed in its entirety, legibly printed or typed, and submitted along with all required document(s) to the county tag office in the county where the seller/transferor resides. Please refer to <http://dor.georgia.gov> to locate the county tag office in your county of residence.

**Required document(s):** You must provide the Manufacturer's Certification of Origin or Certificate of Title showing the assignment correction.

**A REASON FOR TITLE ASSIGNMENT CORRECTION**

Check applicable box below:

<input type="checkbox"/> Typographical error	<input type="checkbox"/> Assignment placed in Dealer Assignment in error
<input type="checkbox"/> Customer changed mind	<input type="checkbox"/> Notary Public placed signature in wrong space
<input type="checkbox"/> Seller signed their name incorrectly	<input type="checkbox"/> Purchaser's name misspelled
<input type="checkbox"/> Seller assigned title to himself	<input type="checkbox"/> Other _____
<input type="checkbox"/> Seller assigned title to wrong party	_____
<input type="checkbox"/> Seller made strikeover in purchaser's name	_____

**B VEHICLE INFORMATION**

Vehicle Identification No. (VIN):

Year:  Make:  Model:

**C CERTIFICATION**

I hereby certify that the strikeover on the assignment of the attached Manufacturer's Certificate of Origin or Certificate of Title for the above described vehicle was made due to the reason provided in Section A. I also affirm that I am the seller/transferor in the assignment where the correction has been made.

Seller/Transferor's Full Legal Name:

Signature:  Date:

**D NOTARY PUBLIC ACKNOWLEDGMENT**

Sworn to and subscribed before me this  day of  20.

Notary Public's Full Legal Name:

Physical Address:

Email Address:  Telephone No.:

Signature of Notary Public:  Commission Expires:

Have a question? Visit our website at <http://dor.georgia.gov/motor-vehicles> or scan the QR code above for more information.



# T-107 (Odometer Discrepancy Affidavit)

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- ▶ Required to correct an incorrectly recorded odometer reading in title assignments
  - ▶ T-11s cannot be used to correct miles
- ▶ Transferors/Sellers should complete the top portion of a **T-107** to include the correct reading and the REASON for originally entering it incorrectly
- ▶ Persons acquiring ownership should acknowledge the correction by completing the bottom portion

T-107 (Rev. 08-2005)

### ODOMETER DISCREPANCY AFFIDAVIT

#### Seller(s)/Transferor(s) Statement of Facts

This is to certify that on \_\_\_\_\_, I/we \_\_\_\_\_  
(Date) (Seller(s)/Transferor(s) Full Legal Name(s))  
\_\_\_\_\_  
(Seller(s)/Transferor(s) Address)  
sold or transferred the ownership of the following described vehicle: \_\_\_\_\_  
(Year Model & Make) (Vehicle Identification Number)  
to: \_\_\_\_\_  
(Purchaser(s)/Transferee(s) Full Legal Name(s) & Address)

\* This is to certify that to the best of my knowledge that at the time that I sold or transferred the ownership of this vehicle, the odometer mileage reading on this vehicle was \_\_\_\_\_ (No Tenths) and was the total actual mileage the vehicle has traveled unless one of the following statements is checked:

☐ 1. The total actual mileage the vehicle has traveled exceeds the mechanical limits of the vehicle's odometer, i.e. Mileage is in excess of 99,999 on a five-digit odometer or 999,999 miles on a six-digit odometer. ☐ 2. The odometer reading does not reflect the vehicle's total actual mileage - Warning Odometer Discrepancy. In error, the documents pertaining to the transfer of ownership of this vehicle reflects an incorrect odometer reading due to the following reason(s): \* A reason for discrepancy must be given or this form will not be accepted.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)  
\_\_\_\_\_  
(Notary Public's Signature & Notary Seal/Stamp)  
(Date My Notary Commission Expires) \_\_\_\_\_  
(Seller(s)/Transferor(s) Signature(s))  
(Seller(s)/Transferor(s) Street Address)  
(City, State and Zip)  
(Telephone No. including Area Code)

#### Purchaser(s)/Transferee(s) Statement of Facts

This is to certify that on \_\_\_\_\_, I/we \_\_\_\_\_  
(Date) (Purchaser(s)/Transferee(s) Full Legal Name(s))  
\_\_\_\_\_  
(Purchaser(s)/Transferee(s) Address including City, State & Zip)  
acquired the following described vehicle: \_\_\_\_\_  
(Year Model & Make) (Vehicle Identification Number)  
from \_\_\_\_\_  
(Seller(s)/Transferor(s) Full Legal Name(s))

\* This is to also certify to the best of my/our knowledge that at the time I/we acquired this vehicle, the odometer reading on this vehicle was \_\_\_\_\_ (No Tenths) and was the total actual mileage on the vehicle unless one of the following statements is checked:

☐ 1. The total actual miles the vehicle has traveled exceeds the mechanical limits of the vehicle's odometer, i.e. Mileage is in excess of 99,999 on a five-digit odometer or 999,999 miles on a six-digit odometer. ☐ 2. The odometer reading does not reflect the total actual mileage - Warning Odometer Discrepancy. This is to certify that I/we are aware of the facts contained in the above Statements of Facts from the seller(s)/transferor(s). I/we further agree to indemnify the Department of Revenue for any and all losses that I/we might suffer due to the existence of facts to the contrary of those contained in this affidavit.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)  
\_\_\_\_\_  
(Notary Public's Signature & Notary Seal/Stamp)  
(Date My Notary Commission Expires) \_\_\_\_\_  
(Purchaser(s)/Transferee(s) Signature(s))  
(Purchaser(s)/Transferee(s) Street Address)  
(Purchaser(s) City State & Zip) (Area Code & Phone#)

Important Notice: Affidavits should be obtained from all owners since this discrepancy in the odometer-reading recording occurred. Also, persons appointed by power of attorney cannot complete this affidavit.

[Print this form!](#) [Clear form](#)



# T-53D: Financed Deals

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Perfect the security interest holder's interest :

- ▶ Protects security interest in the event of bankruptcy or repossession
- ▶ If the title is unavailable, the state will allow using Form T-53D

## Procedures:

- ▶ Apply for a title or fill out a **Form T-53D, Notice of Security Interest** within 20 calendar days of the contract's creation date

T-53D (Revised 03-2013) Page 1 of 2

**Notice of Security Interest**  
Filing Fee: \$18.00

For County or State Use Only

Receipt Date

This notice of security interest is being submitted for the vehicle described below:  
**Please read all of the instructions on Page 2 of this form before completing.**

Vehicle Information				
Vehicle Identification Number	Vehicle Make	Vehicle Year	Body Style	Model Name
Selling Dealership's Name		Dealership's Permanent State-Assigned ID#		
Dealership's Street Address	City	State	ZIP Code	Dealership's County Name
Ownership Information				
Owner #1- Full Legal Name				
Owner #2- Full Legal Name				
Owner's Street Address	City	State	ZIP Code	
Security Interest Information				
Name of Security Interest Holder		Security Interest Holder's Permanent ID#		
Security Interest Holder's Street Address	City	State	ZIP Code	
Telephone Number (Including Area Code)		Security Interest's Creation Date		
Authorized Agent's Printed or Typed Name		Authorized Agent's Signature		


# T-8 Limited Power of Attorney

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- ▶ Used if the vehicle :
  - ▶ is exempt from the odometer declaration requirements
  - ▶ someone other than the purchaser/transferee is being appointed as the attorney-in-fact.
- ▶ Cannot be used by the owner or owners to appoint the purchaser that is the transferee of their vehicle, as their attorney-in-fact
  - ▶ If the seller and purchaser have signed all necessary documents, a power of attorney is not needed.

**IMPORTANT:** When appointing an attorney-in-fact, the full legal name of a person must always be appointed. A business name cannot be appointed as an attorney-in-fact or give an affidavit

Form T-8 (Rev. 3-2015)  
Web and MV Manual

 Georgia Department of Revenue - Motor Vehicle Division  
Limited Power of Attorney - Motor Vehicle Transactions

**SUBMISSION OF THIS FORM MUST BE ACCOMPANIED BY A COPY OF THE APPOINTED ATTORNEY-IN-FACT'S DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION.**

This form can be electronically completed and printed for signing and submission from the Department of Revenue website, [www.dor.ga.gov](http://www.dor.ga.gov). Except for signatures, this form may be typed, electronically completed and printed or printed legibly by-hand in blue or black ink. This form must be completed in its entirety, signed and notarized. **It is a felony for any person to willfully enter false information on this form.** The Department of Revenue or the County Tag Office reserves the right to verify all information contained on this document before it is accepted.

**NOTE:** You cannot use a "limited" power of attorney when the seller/transferee and the buyer/transferee on the title assignment are the same person or agents of the same company or corporation when there is a requirement to disclose the motor vehicle's odometer reading.

**PHOTOCOPIES ARE NOT ACCEPTABLE - ORIGINAL FORM MUST BE SUBMITTED. ANY ALTERATION OR CORRECTION VOIDS THIS FORM.**  
**PRIOR VERSIONS OF THIS FORM WILL NOT BE ACCEPTED AFTER 3/1/2015.**

**APPOINTMENT OF ATTORNEY-IN-FACT**

I/We,  (Vehicle Owner(s) Full Legal Name(s))

Appoint  Full Legal Name of Appointed Attorney-in-Fact (Only one (1) Attorney-in-Fact may be appointed)

As my/our attorney-in-fact, to represent me/us before the Georgia Department of Revenue or any of the County Tax Commissioners' offices in the state with respect to the following described vehicle:

Vehicle Identification Number (VIN):

Year:  Make:  Model:

Said attorney-in-fact is authorized to apply for an original or replacement certificate of title, to transfer title to said motor vehicle and to perform on my/our behalf any act or thing whatsoever concerning such motor vehicle in every aspect as I/we could do were I/we present.

This power-of-attorney revokes all earlier powers-of-attorney and shall be in full force and effect until written revocation is received by the Department of Revenue or Tax Commissioner, but in no event shall this power-of-attorney be valid beyond twelve (12) months from the date of its execution.

The undersigned owner(s) further certify that this power-of-attorney was completely filled in at the time of its execution.

Signed and attested this  day of  ,

Owner(s) Full Legal Name(s):  Owner(s) Signature(s):

Owner's Address:  Owner's Phone Number:

**ACKNOWLEDGEMENT OF NOTARY PUBLIC**

The undersigned notary public does hereby certify that the above named owner of the vehicle identified in this appointment of an attorney-in-fact, executed this form in my presence and that said owner(s) was/were proven to be the person(s) named by the use of the following form of positive, picture identification (a copy of the Owner(s) Driver's License must accompany this form if applying for an expedited title at the DOR Southmeadow location):

Owner(s) Valid Driver's License Number:  Name(s) as listed on Driver's License:  Name(s) of Issuing State:

Sworn to and subscribed before me this  day of  ,

Notary Public's Full Legal Name:  Notary Public's Signature:

Notary Public's Address:  Notary Public Seal/Stamp:

Notary Public's Phone Number:

Date Notary Commission Expires:

Have a question? Visit our website at <http://dor.georgia.gov/motor-vehicles> or scan the QR code above for more information.



# Secure Power of Attorney (Form T-8S)

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- ▶ Used by dealerships to allow them to accept vehicles that have been traded-in, and to sell those vehicles when the title is not available at the time of purchase because the title is lost or being held by a lien or security interest holder.
- ▶ **Part A:** Used when the customer's title was either lost or being held by the customer's lien or security interest holder, at the time when the customer trades the vehicle
- ▶ **Part B:** will only be used if the title has not arrived prior to the dealer selling the trade to a new customer.

Both, the Title Reassignment Forms and the Secure Powers of Attorney are appropriate for titles that require an odometer declaration



The image shows the Georgia Secure Power of Attorney Form T-8S. The form is titled "GEORGIA SECURE POWER OF ATTORNEY" and includes a warning: "WARNING! This form may only be used when title is physically held by lien holder or when title has been lost. In all other cases where the title is unavailable at the time of sale, a Georgia Dealer Reassignment Supplement must be used. This form must be submitted to the State of Georgia by the person exercising Power(s) of Attorney to secure a Certificate of Title. Failure to do so may result in fines and/or imprisonment." The form is divided into three main parts: Part A (Power of Attorney to Disclose Mileage), Part B (Power of Attorney to Review Title Documents and Acknowledge Disclosure), and Part C (CERTIFICATION). Part A includes fields for vehicle description (Year, Make, Model, Body Type, Vehicle Identification Number) and a section for the odometer reading. Part B includes fields for the transferor's and transferee's information, including names, addresses, and signatures. Part C includes a certification section for the person exercising power of attorney. The form is marked with a red "VOID" stamp across the middle.

100 (2/09)  
GEORGIA SECURE POWER OF ATTORNEY 8858500  
WARNING! This form may only be used when title is physically held by lien holder or when title has been lost. In all other cases where the title is unavailable at the time of sale, a Georgia Dealer Reassignment Supplement must be used. This form must be submitted to the State of Georgia by the person exercising Power(s) of Attorney to secure a Certificate of Title. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION  
Year Make Model Body Type Vehicle Identification Number

PART A. Power of Attorney to Disclose Mileage  
Federal and State laws require 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, (print seller's/transferor's name), appoint (print transferee's/buyer's name) as my attorney-in-fact, to sign all papers and documents required to secure a Georgia Title and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.  
I, (seller's/transferor) 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) The mileage stated is in excess of its mechanical limits. [ ] (2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY

(seller's/transferor's printed name) (buyer's/transferee's printed name)  
(seller's/transferor's signature) (date) (buyer's/transferee's signature) (date)  
(Seller's/transferor's street address) (Buyer's/transferee's street address)  
(city, state, zip code) (city, state, zip code)  
Subscribed and sworn before me this \_\_\_\_\_ year \_\_\_\_\_ day of \_\_\_\_\_  
Printed Name of Notary Public  
Street Address of Notary Public  
Date Commission Expires

Signature & Seal of Notary Public

PART B. Power of Attorney to Review Title Documents and Acknowledge Disclosure (Part B is invalid unless Part A has been completed)  
Federal and State laws require 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, (print name), appoint (print name) as my attorney-in-fact, to sign all papers and documents required to secure a Georgia Title and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.  
I, (print name), 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) The mileage stated is in excess of its mechanical limits. [ ] (2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY

Transferor's (dealer's) printed name as shown in Part A above Transferee's printed name (new buyer)  
Transferor's (dealer's) signature (date) Transferee's signature (new buyer) (date)  
Transferor's (dealer's) street address Transferee's street address (new buyer)  
(city, state, zip code) (city, state, zip code)  
Subscribed and sworn before me this \_\_\_\_\_ year \_\_\_\_\_ day of \_\_\_\_\_  
Printed Name of Notary Public  
Street Address of Notary Public  
Date Commission Expires

Signature & Seal of Notary Public

PART C. CERTIFICATION (To Be Completed ONLY After Parts A and B or Part A ONLY Have Been Completed)  
I, \_\_\_\_\_, 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 assignment 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.

(printed name of dealership as shown in Part A above) (date) (Signature of Person shown in Part C Exercising Power of Attorney for Dealership)  
(dealership's street address) (city, state, zip code)  
Subscribed and sworn before me this \_\_\_\_\_ year \_\_\_\_\_ day of \_\_\_\_\_  
Printed Name of Notary Public  
Street Address of Notary Public  
Date Commission Expires

Signature & Seal of Notary Public

ORIGINAL COPY: TO ACCOMPANY TITLE, ORIGINAL APPLICATION FOR GEORGIA TITLE, AND FEES  
© 2009 Georgia Title Reassignment Program Assn. 100-4517785-850-5000 Georgia's Independent Automobile Dealers Assn. (Ph.#) (800) 472-8101



# Secure Title Reassignment Form

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A licensed motor vehicle dealer in this state may use a Secure Title Reassignment Form to transfer the ownership of a vehicle to their customer only when:

- ▶ All of the assignment spaces on the vehicle's title have been completed; or
- ▶ The vehicle's title assigned to your dealership is not available at the time of sale.
- ▶ When the vehicle's valid title becomes available, you must enter the Secure Title Reassignment form's control number you used in the title assignment space.

**Important:** Secure Title Reassignment forms can only be used **after** the vehicle's title has been completed, transferring the ownership of the vehicle to your dealership

THIS DOCUMENT HAS A VOID PANTO IN ERASABLE INK AND A WATERMARK BACKER.

**MOTOR VEHICLE DEALER TITLE REASSIGNMENT SUPPLEMENT**

NOTICE: A. This form can only be used by licensed motor vehicle dealers. Individuals or non-licensed dealers cannot use this form.  
B. Any alteration or erasure voids this document.

8579059

Federal and State laws require 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.

Vehicle Identification Number (VIN) Year Make Model Body Type  
2B3KA3BD9H08382 2009 Dodge Charger 4D

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address:  
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:  
95414 1. The mileage stated is in excess of its mechanical limits.  
ODOMETER READING (No Text) 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Signature(s) of Seller(s) Dealer No. 001103334047  
Printed Name(s) U-S AUTO SALES INC/N THAO Address P.O. Box 203 LAWRENCEVILLE, GA 30046  
I am aware of the above odometer certification made by the seller(s):  
Signature(s) of Buyer(s) Dealer No.  
Printed Name(s) of Buyer(s) George O.W. Whorle Ruff Jones

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address:  
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:  
95414 1. The mileage stated is in excess of its mechanical limits.  
ODOMETER READING (No Text) 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

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Printed Name(s) of Buyer(s)

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address:  
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 Text) 1. The mileage stated is in excess of its mechanical limits.  
2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Signature(s) of Seller(s) Dealer No.  
Printed Name(s) Dealer Name and Individual Signing for Dealer Address  
I am aware of the above odometer certification made by the seller(s):  
Signature(s) of Buyer(s) Dealer No.  
Printed Name(s) of Buyer(s)

**LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:**  
First lien in favor of (Name of 1st lienholder) Georgia O.W. Whorle  
(Address) 7556 Travis Blvd Lawrenceville GA 30046  
(City) (State) (Zip Code)

Flex 06/02  
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State Authorized Distributors: Georgia Automobile Dealers Assn.(GADA) 770/432-1658, Georgia Independent Automobile Dealers Assn. (GPIA) 908/472-8191

# Dealer License Plates

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Every dealership must obtain at least one dealer tag, and renew this tag and any additional dealer tags every year

## USES:

- ▶ On vehicles in the company's inventory that are being demonstrated to a potential purchaser;
- ▶ To transport a vehicle from one location to another;
- ▶ For personal use by officers or employees of the business on vehicles owned by the business.





# Dealer License Plates

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## These plates should NOT be used:

- ▶ On privately owned vehicles
- ▶ Cars for hire, for lease
- ▶ Vehicles used in the operations of a dealership such as rentals, delivery, parts delivery, towing, rollbacks, courtesy or other manner
- ▶ By friends or family members of the business





# Dealer License Plates

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- ▶ The DOR sends out dealer tag renewal notices 60 days in advance of the expiration date.
  - ▶ To renew: Complete the **MV-6C, Dealer Tag Renewal Application**, and send it in along with the fees.

If you **FAIL** to renew your dealer tags, you will

- ▶ Be cut off from processing TOPs
- ▶ Buying at auctions
- ▶ Restricted from transferring titles into your customers name

Additional tags may be ordered. Initially, there is a three tag limit when a dealer first applies after opening a lot. To qualify for additional tags, you must have 20 sales in the last 12 months for each additional tag.

The DOR is in the process of requiring fronts and backs of titles for proof of total sales. GIADA is expecting a bulletin at any time from the DOR making this a requirement. Keep copies of all of your deals as dictated by the Used Car Board.

# Temporary Operating Permits (TOPS)

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- ▶ TOP is valid for 45 days
- ▶ The dealer **CANNOT** reissue another TOP
- ▶ As the dealer, you have 30 days to transfer the title into the customer's name. If for any reason, you are unable to do this, the customer can get an extension from their county tag office no sooner than five days before it expires.
- ▶ In order for the customer to get a 30 day extension of the TOP the customer must complete the following steps:
  - ▶ Turn in the dealer-issued tag at that time
  - ▶ Show proof of ownership. A Bill of Sale would work for this.
  - ▶ Show a valid Georgia Driver's License or another State-Issued ID.
  - ▶ Complete Form T-226.

# DEALER CANNOT ISSUE A TOP TAG IF:

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- ▶ Salvage
- ▶ Not self propelled
- ▶ Registered under the International Registration Plan
- ▶ Vehicle you did not sell
- ▶ Test drives, transporting vehicles to the auctions, mechanics, etc



# Electronic Liens on Title (E.L.T)

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Provides electronic titles to Financial institutions, Buy Here Pay Here dealers and Title Pawn stores

- ▶ **Important: All lien holders, including Buy Here Pay Here dealers, are required to use ELT, which requires an ELT number.**
- ▶ Electronic liens must be released online by the lien holder using the ELT system and the lien holder must be contacted to initiate the release so that you will then get the title

# RELEASING A LIEN THAT IS RECORDED ON A PRINTED TITLE

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- ▶ When a lien on a vehicle has been satisfied, the lien holder should complete the Release of Lien section on the face of the title.
  1. They should have filled in the date of the lien release, followed by the name of the lien holder, and finally, signed by an authorized agent.
  2. The title should be mailed or delivered to the next lien holder within 5 days. If there is not a second lien holder, the title should be mailed to the owner of the vehicle.
- ▶ The owner may retain the title with the liens released, until they sell or transfer the ownership.

NOTE: Satisfied liens are not removed from the state's records until a new title is issued. If the title becomes lost or stolen, a new release may be required.

# TITLE IS NOT AVAILABLE AT THE TIME OF RELEASE

- ▶ Lien holder or an authorized agent should provide the owner with a completed and signed Form T-4.
  - ▶ Allows the customer to apply for a Replacement title without a lien recorded
- ▶ Exceptions for mobile homes, cranes and vehicles weighing more than 10,000 pounds gross vehicle weight are still required to be released.

Lien Release **NOT REQUIRED** when:

- ▶ Lien that was recorded on a Georgia Title ten years from the issue date, for a vehicle that is eleven model years old or newer
- ▶ Lien has been recorded on a Georgia Title for four years from the title's issue date, for a vehicle that is twelve model years old or older



# Lien or Security Interest Holder is Out-Of-Business

- ▶ The motor vehicle owner is not required to submit a release to secure a new title, provided the owner obtains and submits a letter from the appropriate regulatory agency that states the lien holder is no longer in business or is unlicensed.
- ▶ The owner should conduct a search to determine if the lien holder has merged or otherwise changed their business name or location prior to making a determination that the lien holder is out of business.

If the regulatory agency states that the company is unlicensed:

- ▶ A letter should be sent, registered mail, return receipt requested, to the lien holder, at their last known address as shown on the state's title records.
- ▶ The returned letter must be submitted with the green postal card intact along with the signed letter from the regulatory agency stating they are out of business along with the title, any other useful documents as well as title fees.
- ▶ Take all documents to the local tag office and apply for a new title which will be issued without a lien.

# Lienholder 1<sup>st</sup> Payment Default

- ▶ Many financial institutions will reverse the loan if there is a 1<sup>st</sup> payment default
- ▶ The dealer will receive a letter from the lienholder to that affect and request the funds returned
- ▶ The dealer is now the lienholder
- ▶ The car cannot be repossessed until the dealer is lienholder
- ▶ To obtain a title with the correct lienholder do the following:
  - ▶ MV1 with correct lien
  - ▶ Letter from previous lienholder
  - ▶ Title with previous lienholder and lien release
  - ▶ Check for \$18 to the DOR for a new title to be issued

# TITLE BRANDS: Out-of-State Titles

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Branded Out-of-State Titles: a vehicle whose current out-of-state title is branded "**Salvage**", "**Rebuilt**", "**Restored**"

- ▶ must pass an inspection in Georgia before a Georgia title will be issued.
- ▶ "**Salvage**", "**Permit to Dismantle**", or any other brand indicating the vehicle has not been rebuilt or restored
  - ▶ Comply with the entire procedure on rebuilt vehicles after the vehicle is rebuilt and or restored.
- ▶ Vehicles damaged in shipment or as the result of a **FIRE** or **FLOOD**, the issued title should reflect a brand indicating the type of damage
- ▶ **Rebuilt**", "**Restored**", or any other brand indicating the vehicle is no longer in a damaged condition, the **rebuilt vehicle** procedures must be complied
- ▶ Not required:
  - ▶ Photographs of the vehicle
  - ▶ Bills of sale for parts used to restore the vehicle
  - ▶ Form 129 Labor and Parts Certification



# APPLYING FOR THE REBUILT TITLE

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- ▶ For all new parts used in restoring the vehicle, the part's name and stock number must be shown on the bill of sale.
  - ▶ All bills of sale for used parts must show the part's name and the VIN of the vehicle from which the part was taken.
- ▶ The title for the part's vehicle must be on file with this Department or submitted at the time of application.
  - ▶ If the title for the vehicle the parts were taken from was surrendered to another state, a letter of certification must be obtained and submitted
- ▶ Pay \$118 made payable to the Department of Revenue.
  - ▶ This fee includes the \$18 title fee and the \$100 inspection fee.
- ▶ The vehicle **must be towed ...not driven**, and the paperwork must be present at the same time for the vehicle to be inspected at an Inspection Station.

# Re-builder must be Licensed

Anyone rebuilding more than two vehicles per year must be licensed as a rebuilder, and that license is renewed annually.

- ▶ After you restore the vehicle and it passes inspection → apply for a new title and when it comes, it will be branded “Rebuilt.”

To apply for a rebuilt title and a vehicle inspection submit the following items to one of the approved Inspection Stations.

- ▶ Photographs of the vehicle in its salvaged and or wrecked condition, before any repairs are made.
- ▶ Completed MV-1.
- ▶ Original valid salvage title issued in the vehicle owner's name or properly assigned to the vehicle owner using his or her legal name.
- ▶ Completed Form T-22R. This form is a request for Inspection of a Rebuilt Motor Vehicle as well as Form T-129, which is the Labor and Parts Certification
- ▶ Bills of Sale for all parts used to restore and or rebuild the vehicle. These should show the purchaser or rebuilders name and they should match those listed on the T-129.

# Electronic Signatures

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- ▶ Electronic signatures are acceptable using a secure E-signature program
- ▶ MV-A1 Attestation must be submitted with all electronically signed documents
- ▶ Only DOR Forms for E-Signatures are accepted



## Georgia Department of Revenue Motor Vehicle Division

### Exhibit A Accepted Forms for E-Signature and Remote Submission

The Department has issued a Policy Bulletin which allows ETR Vendors to use Department-approved remote submission solutions for submitting certain forms with electronic signatures ("e-signature") to the Motor Vehicle Division ("MVD"). The list of currently accepted electronic forms for remote submission is below. This list is subject to change at the Department's discretion.

The below "Electronic Forms" are to be used to collect e-signatures only. They are not to be used for collecting in-person signatures. For in-person signatures, dealers should continue to use the current paper form counterpart to the Electronic Form listed below.

Form Name	Electronic Form
Motor Vehicle Title Application for ETR Remote E-signature Solutions	MV-1W
Motor Vehicle Salvage Title Application for ETR Remote E-signature Solutions	MV-1SW
Notice to Vehicle Owner- Payment of a 'Total Loss' Claim for ETR Remote E-signature Solutions	T-56W
Report of and/or of Surrender of Georgia License Plate for ETR Remote E-signature Solutions	T-158W
Limited Power of Attorney for ETR Remote E-signature Solutions	T-8W
Secure Power of Attorney for ETR Remote E-signature Solutions	T-85W
State and Local Title Ad Valorem Tax (TAVT) Fees for ETR Remote E-signature Solutions	MV-7DW
Electronic Title & Registration (ETR) Change of Address Affidavit	MV-34W
Electronic Title Assignment Supplement for ETR Remote E-signature Solutions	MV-TA
Affidavit of Correction for ETR Remote E-signature Solutions	T-11W
Odometer Discrepancy Affidavit for ETR Remote E-signature Solutions*	T-107W
Odometer Discrepancy Affidavit for ETR Remote E-signature Solutions*	T-107AW

\* Solutions used by the ETR vendor must ensure that e-signatures for electronic odometer disclosures are obtained in accordance with the requirements set forth by the National Highway Traffic Safety Administration in 49 CFR Part 580.

Version Date: 11/20/2020



# ETR DOCUMENTS

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1. T21 Coversheet-**REQUIRED**
2. MV-1 Title Application-**REQUIRED**
3. Georgia title, Out of State Title, MSO-**REQUIRED**
4. Secure Dealer Reassignment form
5. Power of Attorney (Limited, General, Secure)
6. Bill of Sale, Purchase or Lease Agreement-**REQUIRED**
7. Lien Release
8. Repossession Affidavit
9. Odometer Discrepancy Affidavit
10. T-11 (Affidavit of correction)
11. Inheritance Documents (Letters of Testamentary, Letters of Administration, Death Certificate)
12. Marriage Certificate, Divorce Decree or Legal Name Change
13. Photocopy of Driver's License-**REQUIRED**
14. MV-7D-**REQUIRED**
15. MV-34 (if applicable)



Important: Make sure all your forms are in the correct order





# Documents for DOR – sometimes required

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**NOTICE TO THE PUBLIC**  
NOTICE TO THE PUBLIC: THIS NOTICE IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**7929358**

**SAMPLE**

**GEORGIA SECURE POWER OF ATTORNEY**  
THIS DOCUMENT IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**SAMPLE**

**NOTICE OF SUBSTITUTION OF SECURITY INTEREST IN A MOTOR VEHICLE**  
THIS DOCUMENT IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**SAMPLE**

**Georgia Department of Revenue - Motor Vehicle Division**  
**Affidavit of Repossession**  
THIS DOCUMENT IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**SAMPLE**

**Georgia Department of Revenue - Motor Vehicle Division**  
**Affidavit of Correction**  
THIS DOCUMENT IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**SAMPLE**

**GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION**  
**COMMITTEE DISCREPANCY AFFIDAVIT**  
THIS DOCUMENT IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**SAMPLE**

**Georgia Department of Revenue - Motor Vehicle Division**  
**Electronic Title Registration (ETR)**  
THIS DOCUMENT IS REQUIRED FOR THE SUBMITTER OF A MOTOR VEHICLE REGISTRATION APPLICATION TO THE GEORGIA DEPARTMENT OF REVENUE - MOTOR VEHICLE DIVISION (DOR) TO BE ELIGIBLE FOR A REGISTRATION EXEMPTION OR A REGISTRATION EXEMPTION EXTENSION.

**SAMPLE**



# Common Errors

*Do these right and SAVE money!*



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- ▶ Not signing the title as buyer
- ▶ Signing the dealership name instead of the dealer agent's signature
- ▶ Inconsistent mileage throughout paperwork
- ▶ Buyer's addresses do not match on T21 and MV1
- ▶ Missing signatures on the MV7D (buyer and seller)

These errors will delay the processing of your paperwork and late fees will be charged.

# Self-Scan Documents

- ▶ Scan the entire deal using your scanner – all documents should be facing upward, legible, and in order
- ▶ Save the document on your computer as the T21 ID
- ▶ Search for your deal in TitleTec using the T21 ID
- ▶ On the scanning tab click Upload Deal
- ▶ A search box will appear and search for the document
- ▶ Click OK and the images will attach

## To Set-Up Self Scan

- ▶ Email – [gascanning@titletec.com](mailto:gascanning@titletec.com)

# QUESTIONS

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THANK YOU

