ETR, TAVT, & TITLES PRESENTATION



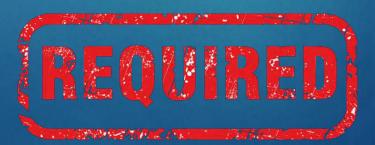
Titles/TAVT MANUALS

- Motor Vehicle Manual for Vehicle Titles
 - ► For Titles

- Georgia Department of Revenue Tax Guide for Motor Vehicle Dealers.
 - ► For TAVT

Major Responsibilities

- 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

- 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

Applying for a Georgia Title

- Fully complete the MV-1
- The top section: Vehicle information
- The owner section: Purchaser's information should match the information present on the valid Customer ID or Driver's License.
 - ▶ If the address does not match complete the MV-34, Change of Address Form.
- The seller section: reflect dealership information.
- Last section: lienholder's information
- Show a complete chain of ownership of the vehicle using the assignments on the back of the title if they are available, or a Title Reassignment Supplement

Form MV-1 Motor Vel	MV-1 (Revised 10-2018) Price - Motor Vehicle Division hicle Title Application s form, please see instructions on page 2.
A VEHICLE INFORMATON	
Model: GA Count Body Style: District # Odometer exceptions: EXEMPT Exceeds Mechanical Limits o	Itle's State of Issue: Color: Cylinders: Cylinders:
Gross Vehicle Weight & Load: Product Hauled	COMMERICAL VEHICLES Straight Truck? Yes No Used for Hire? Yes No 17 Is this a Farm Vehicle? Yes No
B OWNER INFORMATION	
If purchased from an oul-of-state business, did you pick up the vehicl *Owner's signature below warrants: I do solemnly swear or affirm u	(es (if yes, complete Section D) on out-obstact \mathcal{O} [Yes \square No out-obstact \mathcal{O}] Yes \square No out-obstact \mathcal{O} on out-obstact \mathcal{O} and \mathcal{O} is a false or fictitious by the up to \$5,000 or by imprisonment of up to five years, or both that
OWNER # 1 Full Logal Name: Date of Birth: Email Address: Business Name: Address: Mailing Address:	
*Signature of Owner 1 or Business Agent:	Date:
OWNER # 2 Full Legal Name: Date of Birh: Email Address: Business Name: Address: Mailing Address:	Driver's License # State: Phone # Name of Agent:
*Signature of Owner 2 or Business Agent:	Date:
C SELLER INFORMATION	D LESSEE INFORMATION
GA Dealer's/Bank's 12 Digit Customer ID # (If Applicable) Full Legal Name or Business Name and Address:	Driver's License Number, if individual: Lessee's Full Legal Name & Address or Business Lessee's Full Name & Address.
If Georgia Seller, County Name: Directly Financed Dealer Sale: ☐ Yes ☐ No	Lessee's GA County Name:
D SECURITY INTEREST OR LIENHOLDER INFORMATION (Atta	ch any information on additional lienholders)
Address:	ame:
F ATTORNEY IN FACT INFORMATION Attach original power	of attorney if title is to be mailed to attorney in fact.
Name: Mailing Address: Phone Number: Email Addres	is:

Title Assignment

- Purchaser or transferee's full legal name and current address.
 - Use customers 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 included 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 linedthrough information.
- Persons required to complete the assignment, should complete an <u>Affidavit of Correction</u>, Form T-11 ,explaining the reason for the correction.



Unacceptable Corrections

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



Form T-11 Cannot Be Used to Correct:

- 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 <u>Odometer Discrepancy Affidavit T-107.</u>
- An incorrect purchase or transfer date corrections require one of the following:
 - 1. Payment of a title penalty
 - 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.



Georgia Department of Revenue - Motor Vehicle Division Affidavit of Correction

ANY CORRECTION OR ALTERATION WILL VOID THIS AFFIDA

es and MV Manual

assignment of tife 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 bo correct or accorder reading, a purchase date or an incorrectly recorded in-his-bidder or security inherest holder. How to submit this Affidavit: This affidavit must be completed in its entirety, legibly printed or typed, and submitted along with all required

How to submit this Affidavit. This affidavit must be completed in its entirety, legibly printed or typed, and submitted along with all required documents) to the county tag office in the county where the sellentransferor 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:	
[] Typographical error	[] Assignment placed in Dealer Assignment in error
[] Customer changed mind	[] Notary Public placed signature in wrong space
[] Seller signed their name incorrectly	[] Purchaser's name misspelled
[] Seller assigned title to himself	[] Other
[] Seller assigned title to wrong party	
[] Seller made strikeover in purchaser's name	
B VEHICLE INFORMATION	
Vehicle Identification No. (VIN):	
Year: Make:	Model:
C CERTIFICATION	THE RESERVE THE PARTY OF THE PA
described vehicle was made due to the reason provided in a correction has been made.	ttached Manufacturer's Certificate of Origin or Certificate of Title for the above ection A. I also affirm that I am the sellentransferor in the assignment where the
Signature:	Date: / /
B NOTARY PUBLIC ACKNOWLEDGMENT	
Sworn to and subscribed before me this day of Notary Public's Full Legal Name:	Access from the contract of th
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)

- 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 <u>REASON</u> for originally entering it incorrectly
- Persons acquiring ownership should acknowledge the correction by completing the bottom portion

	Selle	r(s)'/Transferor(s) Statement of Facts	
This is to certify that of	47			
This is to certify that o	On(Date)	, I/we	(Seller(s))/Transferor	(s)' Full Legal Name(s)
-		(Seller(s))/Trans	feror(s)' Address)	
cold or transformed the	e ownership of the folio	wine described web	sialo	
sold of transferred th	e ownership of the folio	wing described ver	(Year Model & Make)	(Vehicle Identification Number)
to:				
10	(Purcha	ser(s)'/Transferee(s)'	Full Legal Name(s) & Address)	
	at to the best of my know			d the ownership of this vehicle, the
The state of the s	Age to constitution to	(Odometer Rea	ading)	
vehicle has traveled u	unless one of the follow	ring statements is o	hecked:	
in excess of 99,999 or reflect the vehicle's to of ownership of this	on a five-digit odomete otal actual mileage - W	r or 999,999 miles arning Odometer rrect odometer rea	on a six-digit odometer. Discrepancy. In error, the d	vehicle's odometer, i.e. Mileage in 2. The odometer reading does not ocuments pertaining to the transfe (son(s): * A reason for discrepance
Swom to and subscri	bed before me this			
day				
(Day)	(Month)	(Year)	(Seller(s)' Signature(s)
(Notary Public's	Signature & Notary Seal	Stamp)	(Seller(s)	Street Address)
(Date My No	otary Commission Expires)	(City.)	State and Zip)
		1		
			(Telephone No.	Including Area Code)
	Purchas	ser(s) ⁷ /Transfere	ee(s)' Statement of Facts	3
			44	
This is to certify that of	(Date)	_, l/we	(Purchaser(s))/Transf	eree(s)' Full Legal Name(s)
	/Durch as a	ele V/Tenneformole V A	ddress Including City, State & Zip	
	(Furchase	r(s)/Transferee(s) Ad	acress including City, State & Zip	,
				and the same of th
acquired the following	g described vehicle:	26 16 11		
acquired the following	g described vehicle:	(Year Model	& Make)	(Vehicle Identification Number)
acquired the following	g described vehicle:	2623.625	1449	(Vehicle Identification Number)
from *This is to also certify vehicle was	v to the best of my/our (No Tenths	(Seller(s)"/Transferor knowledge that at	(s)' Full Legal Name(s)	hicle, the odometer reading on thi
"This is to also certify vehicle was (Odomete statements is checke	y to the best of my/our (No Tenths er Reading) d	(Seller(s)/Transferor knowledge that at and was the total	(s)' Full Legal Name(s) the time I/we acquired this ve actual mileage on the vehicle	hicle, the odometer reading on th unless one of the following
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T-53D: Financed Deals

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

		Notice of S Filing		ity Interest \$18,00		Fo	or County	or State	Use Only
							F	Receipt D	ate
This notic	e of secu	rity interest is	bein	g submitted	for the	e vehicle d	escribed	below:	
Please read	all of the			-	is for	m <u>before</u>	completi	ng.	
			le In	formation					
Vehicle Identification Number	Vehicle	e Make		Vehicle Ye	ar	Body Sty	rle	Model N	lame
Selling Dealership's Name				Dealership	's Per	manent St			
Dealership's Street Address		City		State	ZIP	Code	Dealers	ship's Co	unty Name
		Owne	ershi	p Informat	ion				
Owner #1- Full Legal Name									
Owner #2- Full Legal Name									
Owner's Street Address		City						State	ZIP Code
		Security I	ntere	st Informa	tion				
Name of Security Interest Holder				Security Int	erest	Holder's P	ermanen	t D#	
Security Interest Holder's Street A	ddress	City						State	ZIP Code
Telephone Number (Including Are				Security Int					
Authorized Agent's Printed or Typ	ed Name	•		Authorized	Agen	t's Signatu	re		

T-53D (Revised 03-2013)

T-8 Limited Power of Attorney

- 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



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

Web and MV Manual

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.doc.au.org/ Except for signatures, this form may be typed, electronically completed and printed eligibly by-hand in blue or black ink. This form be completed in its entirely, 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 for it is accepted.

NOTE: You <u>cannot</u> use a "limited" power of attorney when the seller/transferor and the buyer/transferee on the title assignment are the <u>same</u> person <u>or</u> 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

e, Vehicle Owner(s) Full Legal Name	t)							
Full Legal Name of Appointed	Afformey-In-Fact (Only	one (1) Attorney-In-Fact may	be appointed)					
my/our attorney-in-fact, to repose in the state with respect t			partment of Reven	ue or ar	y of the	e County 1	ax Commis	sioners'
hicle Identification Number (VIN):					T	1	T
ar. Make:			Model:					
orm on my/our behalf any ac power-of-attorney revokes a artment of Revenue or Tax (execution. undersigned owner(s) further ned and attested this	all earlier powers Commissioner, b	s-of-attorney and shall out in no event shall th s power-of-attorney w	Il be in full force ar his power-of-attorn as completely fille	nd effect ey be v	until w alid bey	ritten revo	cation is rec e (12) monti	eived by th
ler(s) Full al Name(s): dorTyped			Owner(s Signature					
ner's Address:				Own	er's Ph	one Numb	er:	
NOWLEDGEMENT OF NOT undersigned notary public d t, executed this form in my pro- lositive, picture identification	oes hereby certi esence and that (a copy of the C	said owner(s) was/w Owner(s) Driver's Lic	ere proven to be t	ne perso	n(s) na	med by th	e use of the ring for an	following for expedited
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mer(s) Valid Driver's ense Number:	re me this	day of						
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Secure Power of Attorney (Form T-8S)

- 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

is unavailable at the time of sale, a Georgia Deser Messeginnent. Georgia by the person exercising Power(s) of Attorney to secure a	id by lies holder or when tiffe has been seen, in all other bases were a less Supplement must be used. This form must be subtrailed to first State of Certificate of Title, Failure by do so may result in fines and/or imprisonment. DESCRIPTION
Year Make Model	Body Type Vehicle Identification Number
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PART A. Power of Attorney to Disclose Mileage	
Federal and State laws require that you state the milosge upon transfer of ownership. Failure to complete or providing a faise statement may result in Sines and/or imprisonme	anneled
(print seller afransferor's name)	(print transferoe situyer s name).
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to be a first of the second of the second	(no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage or
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(city, state, zip code) Subscribed and swom before me this	Printed Name of Notary Public
day ofyear	Street Address of Nolary Public
Signature & Seal or Storep of Notary Public	Date Commission Expires
Signature a Seal of Stamp of Hotaly Fucial	CONTRACTOR OF THE PARTY OF THE
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Secure Title Reassignment Form

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

6	MOTOR VEHICLE DEALER TITLE REASSIGNMENT SUPPLI NOTICE A. This form can only be used by licensed motor vehicle dealers, individuals or dealers cannot use this form. B. Any aleration or ensure voids this document.	
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Dealer License Plates

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

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

- 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)

- ► TOP is valid for 45 days
- The dealer <u>CANNOT</u> 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:

- 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)

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

- 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 1st Payment Default

- Many financial institutions will reverse the loan if there is a 1st 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

Branded Out-of-State Titles: a vehicle whose current <u>out-of-state</u> 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

- 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 <u>must be towed ...not driven</u>, 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

- 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-8SW
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 500.

ETR DOCUMENTS

- 1.T21 Coversheet-REQUIRED
- 2. MV-1Title 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)



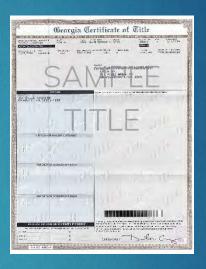
Important: Make sure all your forms are in the correct order

Required Documents for DOR – in order



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Common Errors

Do these right and SAVE money

- 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

QUESTIONS



