



Ken Burton Jr.

*Innovating Better Ways to Serve*

## MOTOR VEHICLE/ TRAVEL TRAILER TITLE PACKET CHECKLIST

**For accuracy, this mail packet should be completed online before printing.**

Name: \_\_\_\_\_ Florida Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Out-of-State Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please Note:** It is mandatory that a Florida address must be provided in section 1 of the Application for Certificate of Title (HSMV 82040). In order for the Manatee County Tax Collector's office to process your paperwork, **you must provide proof that you reside in Manatee County** either on a full-time basis or a part-time basis. **(If you cannot provide proof of Manatee County residency, you cannot process your paperwork by mail in Manatee County.)** Please submit a copy of one of the following items indicating a Manatee County address:

- Florida Driver license (must have a Manatee County address)
- Paid receipt for utility, telephone service, paid contract or turn-on order for utility service
- Proof of homestead exemption
- Rental or lease contract agreement
- Current year motor vehicle, mobile home or vessel certificate of registration
- Copy of insurance policy for motor vehicle, mobile home or vessel
- Other documentary evidence that provides independent proof of a Manatee County address

In order to obtain a Florida title, please send the following:

### 1. IDENTIFICATION REQUIREMENTS:

- a. All individual(s) must submit a copy of one of the following with the application for title:
  1. A driver license or ID card w/photo issued by any **US state or territory** (Florida driver license must indicate a Manatee County address).
  2. A **Canadian** driver license or ID card
  3. A **US passport**
  4. An out-of-country **passport**
  5. If transaction is being completed by power of attorney a copy of the driver license for both the applicant and the person appointed power of attorney is required.
- b. When a title is being transferred in to the name of a business, proof of the validity of the business must be submitted and may be a copy of the following:

**1. For a Florida registered business:**

- a. Proof of Occupational License
- b. A **current year** IRS tax return showing the business name
- c. Active corporation or fictitious name documents filed with the Secretary of State
- d. Dept. of Business & Professional Regulation License or Dept. of State License
- e. Proof of registration with the Department of Agriculture & Consumer Services
- f. Department of Revenue Sales Tax Registration/Exemption Certificate
- g. IRS Heavy Use Tax (for Dump Trucks and Heavy Trucks) Form 2290
- h. Current year Manatee County Personal Property Tax bill or receipt

**2. For an out-of-state registered business:**

- a. A **current** IRS tax return (one page that shows the business name). For example, if prior to April 15, 2006, a 2004 tax return would be acceptable. If after April 15, 2006, a 2005 tax return would be required. If an extension was filed, proof must be submitted.
- b. Valid State business document or Occupational License

**The following are unacceptable types of verification for businesses:**

- A bank or checking account with the business name on it
- A bill in the name of the business
- Mail addressed to the business

**NOTE: Proof of authorization of an agent is required for all vehicles going into a business name.**

**One of the following must be submitted:**

- If the agent is signing for a Florida registered business and the person is listed on [www.sunbiz.org](http://www.sunbiz.org) as an officer or director a screen print must be submitted.
- If the agent signing or business is not listed on the Sun Biz website or the business is not registered in Florida, the agent signing must submit a letter on original business letterhead, which states that they are authorized to sign on behalf of the business. (The letter may be signed by any individual, provided s/he is someone other than the person signing the application.)

**2. APPLICATION FOR CERTIFICATE OF TITLE (HSMV 82040).**

- **Complete sections 1, thru 6.** If company owned, an **FEID** number **MUST** be provided.
- If **out-of-state title**, section **8 MUST** be completed but *only* by a law enforcement officer, Military police - Provost Marshal, a commissioned or warrant officer in active military service, or a Legal man (non-commissioned officer in the rank of E-7 or higher) or a Florida certified notary.

**Note: An out-of-state motor vehicle dealer may verify a VIN number on their letterhead signing and attesting to the fact that they have physically verified the VIN to be correct with a full description of the vehicle year, make and VIN; the letter must state that the dealer physically verified the VIN number.**

**(An out-of-state motor vehicle dealer may not complete section 8 of form 82040.)**

- **All applicants MUST sign section 12.** (If signing as an agent of a business, the agent's position with the business must be noted.)

### **3. ONE OF THE FOLLOWING TO SHOW PROOF OF OWNERSHIP:**

**\* CAUTION: COPIES CANNOT BE ACCEPTED AS PROOF OF OWNERSHIP \***

- **NEW CAR:** Manufacturer's Statement of Origin

**Note: Odometer statement must be completed on back of the MSO or Original Odometer Statement completed by DEALER & PURCHASER must be submitted.**

- **USED CARS:** Florida Title or Out-of-State Certificate of Title (Registered in another state).

\*Note: Used cars 10 years or newer require the odometer and the date read to be disclosed on the title reassignment per Federal Odometer Laws.

**\* The title must be signed over on the purchaser and seller lines and the odometer disclosure statement & applicable dates must be completed when:**

- **Ownership is changing**
- **Adding/ removing a name**
- **Transferring to/ from a trust**
- **Name change**

### **4. BILL OF SALE OR COPY OF DEALER INVOICE:**

Required for purchases and vehicles already titled in the proper owner's name for less than 6 months.

**5. CURRENT REGISTRATION:** If you are transferring a Florida license plate (registered to the applicant), a copy of the current registration OR the following information is required:

Florida License Plate Number to be transferred: \_\_\_\_\_

### **6. PROOF OF INSURANCE WITH FLORIDA LICENSED INSURANCE COMPANY**

Complete the insurance affidavit attached. (Insurance issued by an out-of-state insurer/agent is not sufficient; insurance must be furnished from a company licensed in Florida.)

**7. CHECK** or money order in US funds made payable to Ken Burton, Jr. Tax Collector. Your check is welcome provided it includes: Full Name, Street Address,

Home Telephone # with area code, Driver License # and State of Issuance. **Starter checks are not acceptable.** If your check is returned, it may be re-presented electronically. By submitting your payment by check, you are authorizing service charges and processing fees, as permitted by F.S. 832, to be debited from the same account by paper draft or electronically, at the option of the Tax Collector (for the returned check). See line 8 on Calculation of Fees page for amount due.

**8. Mail your paperwork to:** Ken Burton Jr., Tax Collector  
Attn: Customer Contact Center  
819 301 Blvd. West  
Bradenton, Florida 34205  
Phone: 941-741-4800  
[www.taxcollector.com](http://www.taxcollector.com)

**Note: Please allow 10-14 business days for processing and mail time. If you would like expedited mail services, a prepaid overnight envelope must be supplied with your transaction. \* Fast titles cannot be issued by mail.**

**Note: Title work must be mailed overnight mail or certified mail so that it may be tracked by the sender. The sender is responsible to confirm delivery of title work to our office with mail provider (i.e. Fed Ex, UPS, and USPS).**

**There is a 10 business day turnaround time upon receipt of title work. After 10 business days visit the following link to verify the title status <https://www7.hsmv.state.fl.us/vehiclecheck/>.**

**Status of title work will not be provided by telephone.**

## COMPUTATION OF AMOUNT DUE FOR APPLICATION FOR FLORIDA TITLE

The registration begins the day of purchase/ownership change until the first owners' birth month. (Exception: Most company owned vehicles use the month of June). If this is only a transfer from out-of-state and ownership is not changing, the effective date would be today's date.

To determine the number of months required, start with the month the vehicle was purchased and count through to the owner's birth month. (The maximum is 27 months.)

Example: Purchased in June, birth month in December. Purchase was 6 months away from birth month. Choose fee for 1-12 months or 18 months.

## LICENSE PLATE FEES

WEIGHTS		ORIGINAL PLATE ISSUANCES						RENEWALS	
AUTO/ CAR	AUTO/ PICKUP	1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
0 -> 2,499	0 -> 1,999	74.65	94.15	106.25	121.30	140.80	152.90	46.65	93.30
2,500 -> 3,499	2,000 -> 3,000	85.65	116.15	128.25	143.30	173.80	185.90	57.65	115.30
3,500 + Up	3,001 -> 5,000	99.15	143.15	155.25	170.30	214.30	226.40	71.15	142.30

WEIGHTS		ORIGINAL PLATE ISSUANCES						RENEWALS	
MOTORHOME		1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
Length - 4499		80.65	107.65	118.25	133.30	160.30	170.90	52.65	105.30
Length - 4500 + up		100.90	148.15	158.75	173.80	221.05	231.65	72.90	145.80

WEIGHTS		ORIGINAL PLATE ISSUANCES						RENEWALS	
MOTORCYCLE 50CC's & OVER (INCLUDES MOTOR SCOOTERS)		1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
-----> 69		65	83.15	95.25	111.30	114.68	127.78	41.65	83.30

WEIGHTS		ORIGINAL PLATE ISSUANCES						RENEWALS	
TRAVEL TRAILER & 5 <sup>th</sup> WHEEL		1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
Up to 35 ft.		80.65	107.65	118.25	133.30	160.30	170.90	52.65	105.30
Over 35 ft.		78.65	84.90	95.50	129.30	135.55	146.15	50.68	101.36

The link below will provide you with information for trucks with an empty weight above 5,000 pounds, and help you determine your registration fees. For an original license plate add \$28.00 to the fees provided. The \$225.00 initial registration fee is not required for a truck with an empty weight above 5,000 pounds.

[Heavy Truck Fees](#)

### Sales Tax Chart

*Taxable Items vs. Creditable Items (On Out-of-State Dealer Invoices)*

Item	Charges		Credits	
	Taxable	Not Taxable	Credit for Sales Tax	Not a Credit for Sales Tax
Title Fee (Including Lien & Lemon Law Fees)		✓		✓
Registration Fee (License or Temporary Plate)		✓		✓
Service Warranty/Contract		✓		✓
Insurance (Including GAAP)		✓		✓
Notary Fees		✓		✓
Accessories or Administrative Fees	✓			✓
Freight, Shipping, Handling & Delivery Fees	✓			✓
Other Fees (Inspection, Road, etc.)	✓			✓
Dealer Discounts (Specifically listed)		✓		✓
Manufacturer Rebates	✓			✓
Documentation Stamp Tax (Specifically listed)		✓		✓
Documentation or Documentary Fee	✓			✓
Federal Tax (to a reciprocal state)		✓	✓	
Luxury/Excise Tax (to a reciprocal state)		✓	✓	
Use Tax, local tax, sales tax (to a reciprocal state)		✓	✓	

**Does Florida give sales tax credit for sales tax paid in your prior state?**

<http://www3.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-08.pdf>

**1. License Plate/ Renewal Fee:**

(1)

If you are renewing or need a new plate use the amounts listed on the rate chart above OR if you are transferring a current Florida registration:

	Auto's/Pickups.....	\$	7.85	○
Al	I other transfers.....	\$	12.35	○

**2. Initial Plate Fee (for Motor Vehicles and Motor Homes only):**

(Charged on each vehicle unless transferring *Florida* plate) \$225.00 (2)

**3. Title Fee. (CHOOSE ONLY ONE)**

Car or RV/Motor Home with a title from another state.....	\$88.25	○
New car with Manufacturer's Certificate of Origin.....	\$78.25	○
Vehicle currently titled in Florida.....	\$78.25	○
RV/Motor home with Manufacturer's Certificate of Origin.	\$80.25 (3)	○

**4. Late Fee:**

If completed application not received in our office within 30 days from purchase date..... \$20.00 (4)

**5. Lien Fee:**

If you have a lien on the vehicle..... \$ 2.00 (5)

**6. Sales Tax:**

(Not applicable if the vehicle has been owned for more than six (6) months in the owner's name.)

- A. Purchase Price (including add-on packages, destination charges and documentation/conveyance fees) (A) \_\_\_\_\_
- B. Trade In (Sales tax is due on Rebates) ( B) \_\_\_\_\_
- C. Taxable Value (A - B) ( C) \_\_\_\_\_
- D. Sales Tax (6% of taxable value)  
(State sales tax 6%, Manatee County local option tax additional .5%)  
If (C) = *Less than 5,000*, multiply (C) by 6.5% & list total ----->  
If (C) = 5,000 or more, multiply (C) by 6% + \$25.00 & list total ----> (D) \_\_\_\_\_
- E. Less Sales Tax paid in another state (**attach proof**) (E) \_\_\_\_\_
- F. Total Florida Sales Tax (E - D) (F) \_\_\_\_\_
- TOTAL SALES TAX DUE - FROM LINE (F) (6) \_\_\_\_\_**
- 7. Total Amount Due: (Add Lines 1 through 7) (7) \_\_\_\_\_**

*The information contained in this packet is believed to be correct, but is not warranted and is subject to change.  
Revised 09/10/09*

## FLORIDA INSURANCE AFFIDAVIT

Under penalty of perjury, I \_\_\_\_\_ certify that I have  
(Name of Insured)

Personal Injury Protection, Property Damage Liability, and, when required, Bodily Injury Liability

Insurance currently in effect with \_\_\_\_\_ under  
(Name of Insurance Company)

\_\_\_\_\_ covering the following motor vehicle:  
(Policy Number) Company Code Number (5 digits)

\_\_\_\_\_ Year Make Vehicle Identification Number

This insurance company is licensed to issue insurance policies in Florida. I understand that my driver license, license plate(s) and registration(s) will be suspended effective from the registration date, if the insurer denies that this policy is in force.

\_\_\_\_\_  
Signature of Insured

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN A VEHICLE REGISTRATION CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO PROSECUTION.**



**APPLICATION FOR CERTIFICATE OF TITLE WITH/WITHOUT REGISTRATION**

APPLICATION TYPE:  ORIGINAL  TRANSFER VEHICLE TYPE:  OFF-HIGHWAY VEHICLE  MOTOR VEHICLE  MOBILE HOME  VESSEL

**1** **OWNER / APPLICANT INFORMATION**

Customer Number	Owner Are you a Florida resident? <input type="checkbox"/> yes <input type="checkbox"/> no Are you an alien? <input type="checkbox"/> yes <input type="checkbox"/> no	Co-Owner Are you a Florida resident? <input type="checkbox"/> yes <input type="checkbox"/> no Are you an alien? <input type="checkbox"/> yes <input type="checkbox"/> no	Unit Number	Fleet Number
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OR  AND NOTE: When joint ownership, please indicate if "or" or "and" is to be shown on title when issued. If neither box is checked, the title will be issued with "and."  
 If applicable:  Life Estate/Remainder Person  Tenancy By the Entirety  With Rights of Survivorship Owner's County of Residence:

Owner's Name As It Appears on Driver License (First Name, Full Middle/Maiden Name, Last Name)	Date of Birth	Sex	FL Driver License or FEID/Suffix Number
Co-Owner's Name As It Appears on Driver License (First Name, Full Middle/Maiden Name, Last Name)	Date of Birth	Sex	FL Driver License or FEID/Suffix Number
Lessee's First Name, Full Middle/Maiden Name, Last Name	Date of Birth	Sex	FL Driver License or FEID/Suffix Number
Owner's Mailing Address(Mandatory)	City	State	Zip
Co-Owner's or Lessee's Mailing Address (Mandatory)	City	State	Zip
Owner's or Lessee's Physical Street Address in Florida (Mandatory)	City	State	Zip
Physical Address of Mobile Home (if applicable) Check if in a mobile home rental park with 10 or more lots. <input type="checkbox"/>	City	State	Zip
Mail To Customer Name (If different From Above Owner)	Date of Birth	Sex	FL Driver License or FEID/Suffix Number
Mail To Customer Address (If different From Above Mailing Address)	City	State	Zip

**2** **MOTOR VEHICLE, MOBILE HOME OR VESSEL DESCRIPTION**

Vehicle/Vessel Identification Number	Make/Manufacturer	Year	Body	Color	Florida Title Number
Previous State of Issue	License Plate or Vessel Registration Number	Weight	Length Ft. In.	BHP/CC	GVW/LOC
					VAN USE, IF APPLICABLE <input type="checkbox"/> PASSENGER <input type="checkbox"/> OTHER
<b>TYPE</b> <input type="checkbox"/> Open Motorboat <input type="checkbox"/> Houseboat <input type="checkbox"/> Personal Watercraft <input type="checkbox"/> Cabin Motorboat <input type="checkbox"/> Pontoon <input type="checkbox"/> Canoe <input type="checkbox"/> Auxiliary Sailboat <input type="checkbox"/> Airboat <input type="checkbox"/> Other _____ <input type="checkbox"/> Inflatable <input type="checkbox"/> Sailboat _____ Specify		<b>HULL MATERIAL</b> <input type="checkbox"/> Wood <input type="checkbox"/> Aluminum <input type="checkbox"/> Fiberglass <input type="checkbox"/> Steel <input type="checkbox"/> Wood/Fiberglass <input type="checkbox"/> Other _____ Specify		<b>PROPULSION</b> <input type="checkbox"/> Outboard <input type="checkbox"/> Sail <input type="checkbox"/> Inboard <input type="checkbox"/> Air Propelled <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Other _____ Specify	
<b>FUEL</b> <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Other _____ Specify					<b>*DRAFT OF VESSEL</b> (The depth of water a vessel draws) FT. _____ IN. _____ *For all vessels 26' or more in length and all sailboats
<b>USE OF VESSEL</b> <input type="checkbox"/> Recreational (Pleasure) <input type="checkbox"/> Commercial Blue Crab <input type="checkbox"/> Commercial Stone Crab <input type="checkbox"/> Government <input type="checkbox"/> Commercial Sponge <input type="checkbox"/> Dealer/Manuf. <input type="checkbox"/> Commercial Fish <input type="checkbox"/> Commercial Live Bait <input type="checkbox"/> Commercial Shrimp Recip. <input type="checkbox"/> Commercial Charter <input type="checkbox"/> Commercial Other <input type="checkbox"/> Exempt <input type="checkbox"/> Hire (Livery) <input type="checkbox"/> Commercial Mackerel <input type="checkbox"/> Commercial Shrimp Non-Recip. <input type="checkbox"/> Commercial Oyster <input type="checkbox"/> Commercial Spiney Lobster					<b>PREVIOUS OUT-OF-STATE REGISTRATION NUMBER:</b>
Previously Federally Documented Vessel, Attach Copy of: <input type="checkbox"/> U.S. Coast Guard Release From Documentation Form; or <input type="checkbox"/> Copy of Canceled Documentation Papers				State of Principal Use	

**3** **BRANDS, USAGE AND TYPE (Check Applicable Boxes)**

<input type="checkbox"/> SHORT TERM LEASE	<input type="checkbox"/> LONG TERM LEASE	<input type="checkbox"/> REBUILT	<input type="checkbox"/> POLICE VEHICLE	<input type="checkbox"/> PRIVATE USE	<input type="checkbox"/> TAXI CAB	<input type="checkbox"/> FLOOD VEHICLE	<input type="checkbox"/> ILEV VEHICLE
<input type="checkbox"/> ASSEMBLED FROM PARTS	<input type="checkbox"/> REPLICA	<input type="checkbox"/> KIT CAR	<input type="checkbox"/> GLIDER KIT	<input type="checkbox"/> MANUFACTURER'S BUY BACK			<input type="checkbox"/> ELECTRIC VEHICLE

**4** **LIENHOLDER INFORMATION**

CHECK IF ELT CUSTOMER <input type="checkbox"/>	<input type="checkbox"/> FEID #	<input type="checkbox"/> DL # and Sex and Date of Birth	<input type="checkbox"/> DMV Account #	Date of Lien	Lienholder's Name
Lienholder's Address			City	State	Zip
<input type="checkbox"/> If Lienholder authorizes the Department to send the motor vehicle or mobile home (Does not apply to vessels). If box is not checked, title will be mailed to the					Signature of Lienholder's Representative

If your odometer reading is less than 100,000 miles, please start in the 2nd box with the current mileage.

**5** IF OWNERSHIP HAS TRANSFERRED, HOW AND WHEN WAS THE VEHICLE, MOBILE HOME, OR VESSEL ACQUIRED?

<input type="checkbox"/> SALE	<input type="checkbox"/> GIFT	<input type="checkbox"/> REPOSSESSION	<input type="checkbox"/> COURT ORDER	<input type="checkbox"/> OTHER (SPECIFY) _____	DATE ACQUIRED _____/_____/_____
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**6** **ODOMETER DECLARATION**

WARNING: Federal and State law requires that you state the mileage in connection with an application for a Certificate of Title. Failure to complete or providing a false statement may result in fines or imprisonment.

I STATE THAT THIS MOTOR VEHICLE'S  5 DIGIT OR  6 DIGIT ODOMETER NOW READS \_\_\_\_\_, \_\_\_\_\_, .xx (NO TENTHS) MILES, DATE READ \_\_\_\_\_, AND TO THE BEST OF MY KNOWLEDGE THAT IT REFLECTS THE ACTUAL MILEAGE OF THE VEHICLE DESCRIBED IN THIS DOCUMENT, UNLESS ONE OF THE FOLLOWING IS CHECKED:

**CAUTION: DO NOT CHECK**

1. I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE ODOMETER READING REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS.

2. I HEREBY CERTIFY THAT THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. WARNING -- ODOMETER \_\_\_\_\_

Enter the date the odometer was read.

**7** **DEALER SALES TAX REPORT AND VEHICLE TRADE IN INFORMATION (IF APPLICABLE)**

FLORIDA SALES TAX REGISTRATION NUMBER	DATE OF SALE	DEALER LICENSE NUMBER	AMOUNT OF TAX
YEAR OF TRADE IN	MAKE OF TRADE IN	TITLE NUMBER OF TRADE IN (IF KNOWN)	VEHICLE IDENTIFICATION NUMBER OF TRADE IN

8

MOTOR VEHICLE IDENTIFICATION NUMBER VERIFICATION

THIS SECTION REQUIRES A PHYSICAL INSPECTION AND A VERIFICATION OF THE VEHICLE IDENTIFICATION NUMBER (VIN) (OR THE MOTOR NUMBER FOR MOTOR VEHICLES MANUFACTURED PRIOR TO 1955) OF THE MOTOR VEHICLE DESCRIBED ON THIS FORM BY A LICENSED DEALER, FLORIDA NOTARY PUBLIC, POLICE OFFICER, OR FLORIDA DIVISION OF MOTOR VEHICLES EMPLOYEE OR TAX COLLECTOR EMPLOYEE. IF THE VIN IS VERIFIED BY AN OUT OF STATE MOTOR VEHICLE DEALER, THE VERIFICATION MUST BE SUBMITTED ON THEIR LETTERHEAD STATIONERY. COMPLETE THIS SECTION ON ALL USED MOTOR VEHICLES, INCLUDING TRAILERS, (WITH ABBREVIATION OF "TL" WITH A WEIGHT OF 2,000 POUNDS OR MORE) NOT CURRENTLY TITLED IN FLORIDA.

I, the undersigned, certify that I have physically inspected the above described vehicle and find the vehicle identification number to be: (Vehicle Identification Number)

DATE SIGNATURE PRINTED NAME

Law Enforcement Officer or Florida Dealer's Name Badge # or Florida Dealer # Notary Stamp or Seal

FL DMV/Tax Collector Employee Florida Compliance Examiner/Inspector Badge or ID Number

COMMISSIONED NAME OF FLORIDA NOTARY: NOTARY'S SIGNATURE (Print, Type or Stamp)

9

SALES TAX EXEMPTION CERTIFICATION

THE PURCHASE OF A RECREATIONAL VEHICLE TO BE OFFERED FOR RENT AS LIVING ACCOMMODATIONS DOES NOT QUALIFY FOR EXEMPTION. I CERTIFY THE RECREATIONAL VEHICLE, MOBILE HOME OR VESSEL DESCRIBED HAS BEEN PURCHASED AND IS EXEMPT FROM THE SALES TAX IMPOSED BY CHAPTER 212, FLORIDA STATUTES, BY:

PURCHASER (STATE AGENCIES, COUNTIES, ETC.) HOLDS VALID EXEMPTION CERTIFICATE CONSUMER'S CERTIFICATE OF EXEMPTION NUMBER

MOTOR VEHICLE MOBILE HOME VESSEL WILL BE USED EXCLUSIVELY FOR RENTAL SALES TAX REGISTRATION NUMBER

I hereby certify that ownership of the motor vehicle, mobile home or vessel described on this application, is not subject to Florida Sales and Use Tax for the following reason: INHERITANCE GIFT DIVORCE DECREE TRANSFER BETWEEN HUSBAND AND WIFE EVEN TRADE OR TRADE DOWN (State the facts of the even trade or trade down and the transferor information, including the transferor's name and address, below under "Other: Explain.")

OTHER: (EXPLAIN)

10

REPOSSESSION DECLARATION

IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:

- I CERTIFY THAT THIS MOTOR VEHICLE, MOBILE HOME OR VESSEL WAS REPOSSESSED UPON DEFAULT IN THE TERMS OF THE LIEN INSTRUMENT AND IS NOW IN MY POSSESSION. (VESSEL) A PHOTOCOPY OF THE LIEN INSTRUMENT FOR THE VESSEL IS REQUIRED AND ATTACHED. I AM REQUESTING THAT AN ORIGINAL CERTIFICATE OF REPOSSESSION BE ISSUED FOR THE MOTOR VEHICLE OR MOBILE HOME IN LIEU OF A TITLE (REPOSSESSION). I AM REQUESTING THAT A DUPLICATE CERTIFICATE OF REPOSSESSION BE ISSUED FOR THE MOTOR VEHICLE OR MOBILE HOME, AS THE ORIGINAL HAS BEEN LOST OR DESTROYED.

11

NON-USE AND OTHER CERTIFICATIONS

IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:

- I CERTIFY THAT THE CERTIFICATE OF TITLE IS LOST OR DESTROYED. THE VEHICLE IDENTIFIED WILL NOT BE OPERATED ON THE STREETS AND HIGHWAYS OF THIS STATE UNTIL PROPERLY REGISTERED. THE VESSEL IDENTIFIED WILL NOT BE OPERATED ON THE WATERS OF THIS STATE UNTIL PROPERLY REGISTERED. OTHER: (EXPLAIN)

12

APPLICATION ATTESTMENT AND SIGNATURES

I/WI PHYSICALLY INSPECTED THE ODOMETER/VIN AND FURTHER AGREE TO DEFEND THE TITLE AGAINST ALL CLAIMS. (More than one form HSMV 82040 may be used for additional signatures.)

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

SIGNATURE OF APPLICANT (OWNER) Date SIGNATURE OF APPLICANT (CO-OWNER) Date SIGN HERE SIGN HERE

13

RELEASE OF SPOUSE OR HEIRS INTEREST

The undersigned person(s) state(s) as follows: That (Name of Deceased) died on (Date)

- testate (with a will) intestate (without a will) and left the surviving beneficiaries named below. When applicable, the heirs (named below) certify that the certificate of title is lost or destroyed.

Signature(s) of surviving spouse, co-owner and/or heirs. (More than one form HSMV 82040 may be used for additional signatures.)

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

Print or Type Name of Spouse, Co-owner or Heir(s) Signature of Spouse, Co-Owner or Heir(s)

That at the time of death the decedent was owner of the motor vehicle, mobile home or vessel described in section 2 of this form. That the estate is not indebted and the assets of the estate, excluding this motor vehicle, mobile home or vessel are sufficient to pay all just claims and that no probate proceedings have been instituted upon the estate. That the person(s) signing above hereby releases all their right, title, interest and claim as heirs at law, legatees, devisee, or otherwise to the aforesaid motor vehicle, mobile home or vessel to:

Name of Applicant(s) (Print or Type)

# Did you include all required documents?

- ✓ Your contact information on the front page of the Mail Packet
- ✓ Proof of Manatee County Residency (if you are not a Manatee County resident and/or proof is not submitted, all paperwork will be rejected.)
- ✓ Proof of Identification (for all applicants)
- ✓ Proof of business verification – if applicable
- ✓ Application for Title (form 82040) – 2 pages. Are sections 1-6, 8 (for out-of-state title transfers) and 12 completed by all applicants? Did you provide the mandatory Florida physical address in section 1?
- ✓ Original Certificate of Origin (if purchased brand new) or Original Certificate of title (if purchased used). Photocopies will not be accepted!
- ✓ Is the title signed over between buyer and seller and the odometer disclosure statement & applicable dates completed (when applicable)?
- ✓ Bill of Sale and/or copy of dealer invoice if just purchased
- ✓ Current registration (if transferring a valid Florida license plate). Did you write the plate information on the mail packet in the plate transfer section?
- ✓ Proof of Florida Insurance – Complete Florida Insurance Affidavit in its entirety (Owner's name, insurance company name, policy number, insurance company's Florida 5 digit company code and owner's signature).

**Note:** This affidavit can only be completed if you have a Florida policy/agent. If you currently do not have a Florida policy/agent, you must contact your insurance company to have your policy changed to Florida before you can be issued a Florida license plate/registration.

- ✓ Check or money order in US funds made payable to Ken Burton, Jr., Tax Collector. (No starter checks.) Check must include:
  - Full Name
  - Street Address
  - Home phone number with area code
  - Driver license number (and state of issuance)