

Instructions for Application for Motor Vehicle Certification (Rebuilt Vehicle)

REQUIREMENTS:

Complete application

Provide supporting documentation:

- Outstanding Salvage Certificate
- Color photographs of the vehicle in its damaged condition, showing each quadrant.
- Color photographs of the damaged areas after repairs are completed.
- Receipts for all parts replaced as indicated on this form. The receipts must show the year, make, and identification number of the vehicle from which they were taken. The receipts must show the complete name and mailing address of the applicant and/or rebuilder and seller(s). If the parts used were aftermarket or new, it must be indicated on the receipt.
- The rebuilder, other than the owner, may not appear in the chain of ownership.

Include payment

- Make check or money order payable to the Tennessee Department of Revenue. Please include the VIN number on your check or money order.
 - Individuals must submit a conversion fee of \$75.
 - Licensed dealers must submit a conversion fee and an Application for Title, with a total fee of \$85.50.

Submit:

- Mail application, supporting documentation and payment to: Tennessee Dept. of Revenue, Vehicle Services Division, 500 Deaderick Street, Nashville, TN 37242.

NEXT STEPS:

For Dealers: If an application is approved and the vehicle is subject to inspection prior to issuance of a title branded rebuilt, an agent with our Special Investigation Unit will contact the applicant to inspect the vehicle. If the vehicle passes inspection, the agent will give the applicant the title branded rebuilt and the print on demand "Inspection Passed" decal approval letter proving the vehicle passed inspection. If an application is approved and the vehicle is not subject to inspection, a decal letter and certificate of title branded rebuilt will be mailed directly to the dealership. Rejected applicants will be informed of missing requirements. The vehicle cannot be titled/registered or sold by a dealer until final approval is received.

For Individuals: If an application is approved and the vehicle is subject to inspection prior to issuance of a title branded rebuilt, an agent with our Special Investigation Unit will contact the applicant to inspect the vehicle. If the vehicle passes inspection the agent will give the applicant the print on demand "Inspection Passed" decal approval letter proving the vehicle passed inspection to take to the county clerk stating that the vehicle can be issued a title branded rebuilt from the clerk. If an application is approved and the vehicle is not subject to inspection prior to issuance of a title branded rebuilt, the approval decal letter is mailed directly to the applicant. The applicant must submit the approval decal letter to the county clerk and apply for a certificate of title branded rebuilt. Applicants whose applications are rejected will be informed of missing requirements.

NOTE: All vehicles for which applications are submitted may be subject to inspection by an agent with the Special Investigations Section.

* Please do not use highlighters or highlight any content on this form as it will cause issues with the scanning of the documents.

QUESTIONS: Call 615-741-3101 or submit an online ticket via Revenue Help at www.tn.gov/revenue.



TENNESSEE DEPARTMENT OF REVENUE
Application for Motor Vehicle Identification Certification for Rebuilt Vehicles

PURPOSE: An owner of a salvage vehicle that has been repaired in accordance with the manufacturer's requirements and Department rules should use this application to apply for a regular certificate of title with a brand of "Rebuilt Vehicle." **The rebuilt vehicle must be complete before submitting your application. Please see page two of this application for detailed instructions.**

APPLICANT/VEHICLE INFORMATION

Applicant is (choose one):

Dealer (Dealer #: _____) Individual

Name: _____ Email: _____

Home Phone: _____ Cell: _____ County of Registration: _____

Physical Address: _____ Apt. #: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

Vehicle Identification Number (VIN): _____

Damage Reason: Collision Fire Fresh Water Theft Other: _____

REBUILDER INFORMATION - (Complete this section only if the rebuilder is different from the name listed above.)

Name: _____

Email: _____ Phone: _____

Address: _____

VEHICLE COMPONENTS - Listed below are the component parts that require proof of ownership. Identify parts replaced during the rebuilding process with "x" (see requirements on page 2 for more details):

| | | | |
|------------------------------|-------------------------|--------------------|---------------------|
| Steering Wheel Air Bag | Seat Air Bag, Passenger | Front End Assembly | Fender, Left Front |
| Side Air Bag, Driver | Dash Air Bag, Passenger | Hood | Fender, Right Front |
| Roof Air Bag, Driver | Bed | Door, Right Front | Interior |
| Knee Air Bag, Driver | Cab | Door, Left Front | Roof Panel |
| Seat Air Bag, Driver | Clip, Rear | Door, Right Rear | Tailgate |
| Side Air Bag, Passenger | Clip, Cab | Door, Left Rear | Transmission |
| Roof Air Bag, Passenger | Cowl | Bumper, Front | NO PARTS USED |
| Knee Air Bag, Passenger | Deck Lid/Hatchback | Bumper, Rear | |
| Rear Seat Air Bag, Driver | Engine | Fender, Left Rear | |
| Rear Seat Air Bag, Passenger | Frame | Fender, Right Rear | |

CERTIFICATION - I, the undersigned applicant, hereby certify that the above referenced vehicle was repaired in accordance with manufacturer's safety specifications, and no stolen parts were used in the rebuilding process, that during the rebuilding process that all safety requirements as outlined by the National Highway Traffic Safety Administration (NHTSA) have been met, and that statements made herein are true and correct to the best of my knowledge, information, and belief. Fraudulent statements made in this application could result in denial of this request and subject the signatory to criminal and civil penalties.

Signature of Applicant/ Rebuilder

Date



TENNESSEE DEPARTMENT OF REVENUE
Odometer Disclosure Statement

RV-F1317001 (Rev. 10-21)

PURPOSE: Federal and state law require both seller (transferor) and buyer (transferee) to accurately state the mileage of any used motor vehicle, with a manufacture year of 2011 or newer, in connection with the transfer of ownership whether sale, trade-in or exchange. Failure to complete or providing a false statement may result in fines and/or imprisonment.

INSTRUCTIONS: In Section A, the seller (transferor) prints their name on the line and checks one box that best applies. In Section B, the seller (transferor) and/or buyer (transferee) complete the required information, including the date of transaction.

SECTION A:

I, _____
SELLER OR TRANSFEROR'S NAME (PLEASE PRINT)

Certify to the best of my knowledge that the odometer reading on the vehicle described below is one of the following statements (check one):

1. Actual Mileage of the vehicle, no discrepancies _____ ODOMETER READING (NO TENTHS)
2. In Excess of Mechanical Limits: I hereby certify that the mileage stated is in excess of the mechanical limits of the odometer (check only if digits on odometer are impossible to determine).
3. Not Actual Mileage - odometer reading is not the actual mileage. WARNING - Odometer Discrepancy form must be completed, or titling transaction will be delayed.

EXEMPTIONS, as defined by NHTSA (National Highway Traffic Safety Administration), "a transfer of any of the following motor vehicles need not disclose the vehicle's odometer mileage under the following circumstances:

- a) Gross Vehicle Weight Rating of more than 16,000 pounds
- b) Vehicle not self-propelled
- c) Vehicle is model year 2010 or older
- d) Vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications
- e) New vehicle prior to first transfer for purposes other than resale

SECTION B:

VIN: _____ Year: _____ Make: _____ Model: _____

Seller Address: _____ City: _____ State: _____ Zip: _____

Seller Signature: _____ Date: _____

Buyer Address: _____ City: _____ State: _____ Zip: _____

Buyer Name (Print): _____ Buyer Signature: _____ Date: _____



TENNESSEE DEPARTMENT OF REVENUE

RV- F1311801 (Rev. 1-21)

Application for Salvage or Non-Repairable Certificate

PURPOSE: A "Salvage Vehicle" is a passenger motor vehicle which has been wrecked, destroyed, or damaged to the extent that the repair costs would exceed 75% of the retail value of the vehicle. A "Non-repairable vehicle" is a passenger motor vehicle which is incapable of safe operation for use on roads or highways and which has no resale value, except as a source for parts or scrap (Tenn. Code Ann. § 55-3-201). After the vehicle has been deemed a total loss and a total loss claim has been paid, the insurance company or owner must obtain a Salvage or Non-Repairable Certificate by submitting this application. These certificates of title serve only to establish ownership of the vehicle. No vehicle deemed as Salvage or Non-repairable can be registered in or operate on the roads and highways of the state of Tennessee. A vehicle that receives a Salvage Certificate may be rebuilt to be road worthy, but must first go through the Rebuilt Vehicle process. There is no cost to obtain a Salvage/Non-Repairable Certificate.

INSTRUCTIONS: Mail the completed application and following supporting documentation to the TN Dept. of Revenue, Vehicle Services Division, 500 Deaderick Street, Nashville, TN 37242:

- Current title, properly assigned or proof of ownership documents
Power of Attorney (only required if someone other than the vehicle owner is submitting the application)
Odometer Disclosure Statement (only required for vehicles with a manufacture year 2011 or newer)

QUESTIONS: Call 615-741-3101 or submit an online ticket via "Revenue Help" at www.tn.gov/revenue

A. APPLICANT INFORMATION

Application is for (check one): [] Tennessee Salvage Certificate [] Tennessee Non-repairable Certificate

Name: _____

Email: _____ Phone: _____

Physical Address: _____

Mailing Address (if different): _____

B. VEHICLE INFORMATION

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

Vehicle Identification Number (VIN):

Table with 17 empty cells for VIN entry

Current Odometer Reading: _____ Previous Title #/State: _____ / _____

Vehicle Condition: Total Loss Flood Damaged Purchase date: _____

C. INSURANCE INFORMATION (this section only required if application is being made by an insurance company)

Lot #: _____ Policy #: _____

D. APPLICANT CERTIFICATION STATEMENT

I, the undersigned applicant, hereby certify statements made herein are true and correct to the best of my knowledge, information and belief. Fraudulent statements made in this application could result in denial of this request and subject the signatory to criminal and civil penalties.

Signature of Owner/Representative/Power of Attorney _____ Date _____

REQUIRED DOCUMENTATION TO SUPPORT CERTIFICATION

If the vehicle is over 30 years old no additional documentation is required. If the vehicle is less than 30 years old the following items are required.

1. Notification

- a. **If the owner(s) is known to the applicant** – certified letters with return receipt requested must be sent to all known parties with a legal interest in the vehicle, requesting an assigned certificate of title, the green 'return receipt' cards must be submitted with the certification of ownership, **or**
- b. **If the previous owner is unknown to the applicant** – evidence of a notification in a publication of general circulation in the county in which the application is being made, of the intent of the applicant to apply for the title on the vehicle. The notification shall contain a description of the vehicle, including make, model, year and vehicle identification number, and a request to any and all parties holding an interest in the vehicle to contact the person in possession of the vehicle by certified mail, return receipt requested, within ten (10) business days of the date of the publication.

2. Verification of the Vehicle Identification Number (VIN) by a law enforcement officer or licensed dealer. This can be a pencil tracing of the actual Vehicle Identification Number (VIN) plate or a statement verifying the actual Vehicle Identification Number (VIN).

3. A notarized bill of sale from the last registered owner or a notarized statement from the seller stating why the vehicle was not titled or registered in the seller's name.

- a. **In the absence of a notarized bill of sale or notarized statement as indicated in #3, submit a licensed motor vehicle dealer appraisal of the value of the vehicle.**

4. For Rebuilt Vehicles only: photographs of the vehicle in its pre-repaired state. If these are not available, then post-repair photographs must be submitted, along with a notarized statement from the applicant that the pre-repair photographs are not available, and that the applicant was unaware that such photographs were required prior to the repairs being made. If no repairs were made, that fact should be reflected in the statement.

5. If the vehicle is new and has never been titled, and the manufacturer's statement of origin (MSO) has been lost, and a duplicate is not available, then a complete copy of the MSO that is certified as true and exact must be submitted. This can be certified as true and exact via an attached letter on manufacturer letterhead or via a stamped certification statement by the manufacturer.

Use the following chart to determine the correct titling process for your vehicle:

| Fair Market Value | Process Used |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| \$0.00 to \$3,000.00 | Certification of Ownership |
| \$3,001.00 and above | Corporate Surety Bond or Personal Bond with two (2) solvent personal sureties |
| * Vehicle is 30 years or older, regardless of fair market value | Certification of Ownership |

FAIR MARKET VALUE DEFINED: Fair Market Value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both have reasonable knowledge of the relevant facts.



TENNESSEE DEPARTMENT OF REVENUE
Application for Certification of Ownership

PURPOSE: The Application for Certification of Ownership is used when the motor vehicle registrant is lacking proper documentation to title a vehicle in Tennessee. The vehicle must have a fair market value of \$3,000 or less or the vehicle must be at least 30 years old (regardless of the fair market value). (Tenn. Code Ann. § 55-3-103)

INSTRUCTIONS: The application must be completed in its entirety and returned to the applicants local county clerk office. Additional steps are required on page 2 of the application if the vehicle is less than 30 years old.

A. Applicant/Vehicle Information:

Name: Phone: Email:
Street Address: City: State: Zip:
Vehicle Identification Number: Make: Year Model:
Model: Body Type: Mobile Home Length and Width:

B. Purchase Information:

I certify the above described vehicle is free and clear of all liens except those identified herein and will guarantee title to any future owner. I also certify the fair market value of the above described vehicle is less than or equal to \$3,000 or the above vehicle is at least 30 years old.

The above described vehicle was purchased on / / from
whose address is: Street Address: City:
State: Zip: Phone: for \$
Lien Holder: Street Address:
City: State: Zip: Phone:

C. STATEMENT OF FACTS:

Applicant cannot furnish proper documents for the following reason(s):

D. Vehicle Value Statement: If the vehicle is less than 30 years old, and the purchase price was more than \$3,000, but the fair market value is now \$3,000 or less, I certify the market value is \$3,000 or less for the following reason(s):

E. ACKNOWLEDGEMENT

Under the penalties of perjury, I swear that the foregoing information is true and correct to the best of my knowledge, information and belief, and this document correctly state the total amount of consideration for the transfer of this vehicle.

Signature of Certifier

Date