

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

<b>PROCEDURE</b>  VSTL-31	<b>SUBJECT:</b> APPLICATIONS FOR A VESSEL CERTIFICATE OF TITLE INVOLVING PERSONAL PROPERTY LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES		
<b>DESCRIPTION AND USE:</b> THIS PROCEDURE IS PROVIDED TO ASSIST EMPLOYEES OF TAX COLLECTOR OFFICES AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN PROCESSING APPLICATIONS FOR A VESSEL CERTIFICATE OF TITLE APPLICATIONS INVOLVING PERSONAL PROPERTY THAT IS LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES.			
<p>I.     <b>PROVISIONS OF LAW:</b></p> <p style="padding-left: 40px;">Section 705.18, Florida Statutes, provides for the disposal of personal property lost or abandoned on state university or state supported community college campuses.</p> <p>II.    <b>DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:</b></p> <p style="padding-left: 40px;">When a vessel has been abandoned on state university or college campuses the president of the institution or his designee shall make a record of the date the property was found. If it is not claimed within 30 days after the property is found, the president or his designee shall order it to be sold.</p> <p style="padding-left: 40px;">After the provisions of s. 705.18, F.S., have been met, the following documents must be submitted when applying for a certificate of title:</p> <p>A.     A bill of sale, accurately completed from the university or college president or designee to the applicant. (If designee, a letter of appointment from the president must accompany the bill of sale.)</p> <p>B.     A copy of the published notice of sale, showing the time and place of the sale and a description of the vessel including the make, year and hull identification number.</p> <p>C.     If the vessel has an identifiable registration number, a copy of the written notice of sale mailed to the owner and lienholder at the address shown on vessel records of this or any other state, along with the post office return receipt for registered or certified mail, or the returned, unclaimed, registered or certified letter. This notice must include a description of the vessel including the year, make and hull identification number.</p>			
<b>DIVISION DIRECTOR</b>	<b>EFFECTIVE DATE</b>  01/01/97	<b>REVISION DATE</b>	<b>PAGE #</b>  VSTL-31-01

**STATE OF FLORIDA**  
*Division of Motorist Services*

<b>PROCEDURE #</b>  VSTL-31	<b>SUBJECT:</b> APPLICATIONS FOR A VESSEL CERTIFICATE OF TITLE INVOLVING PERSONAL PROPERTY LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES
<p>D. All lien satisfactions, for any liens as shown on the vessel records of this or any other state, if applicable.</p> <p>E. A form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the purchaser(s).</p> <p>F. If the vessel has an identifiable owner and is registered and/or titled out of state, verification of title and lien status is required.</p> <p>The verification must contain a description of the vessel including year, make and hull identification number. Verification may be one of the following:</p> <ol style="list-style-type: none"><li>1. A computer generated printout from the out-of-state motor vehicle division or similar agency.</li><li>2. A letter on letterhead stationery from the out-of-state motor vehicle division or similar agency.</li><li>3. A record of a telephone call by the applicant to the motor vehicle division or similar agency showing the telephone number, state division, date and name of the official providing verification.</li><li>4. A copy of the teletype printout or a statement which shows the ownership information, the name of the law enforcement agency and the official's name who provided the verification information.</li><li>5. Photocopy of the out-of-state certificate of title.</li></ol> <p>G. If the vessel does not have an identifiable owner, an affidavit stating that fact must be submitted by the university or college president or designee.</p> <p>H. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.</p> <p>I. The Florida registration number transferred to or issued for the vessel, or a nonuse affidavit</p> <p>J. Title fees.</p>	
<b>PAGE #</b>  VSTL-31-02	<b>REVISION DATE</b>

**STATE OF FLORIDA**  
*Division of Motorist Services*

<b>PROCEDURE #</b>  VSTL-31	<b>SUBJECT:</b> APPLICATIONS FOR A VESSEL CERTIFICATE OF TITLE INVOLVING PERSONAL PROPERTY LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES
<p>III. MISCELLANEOUS INFORMATION:</p> <ul style="list-style-type: none"><li>A. A documentation check list is attached to this procedure as Exhibit A.</li><li>B. When a person purchases a vessel and does not have a negotiable title, the purchaser(s) must have a certificate of title issued in his/her name prior to reselling the vessel.</li><li>C. See Forms Appendix for a sample of the HSMV forms referred to in this procedure.</li></ul>	
<b>PAGE #</b>  VSTL-31-03	<b>REVISION DATE</b>

**EXHIBIT A**

**ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES CHECK LIST**

FORMS

FLORIDA RECORD

OUT-OF-STATE RECORD

\_\_\_\_\_ HSMV 82040 or 82041

\_\_\_\_\_ HSMV 82040 or 82041

\_\_\_\_\_ Verification of title/lien status or affidavit stating previous state "UNKNOWN"

\_\_\_\_\_ Bill of sale from the university or college president or designee to the applicant. (If designee, a letter of appointment from the president must accompany the bill of sale.)

\_\_\_\_\_ Copy of the published notice of sale showing the time and place of sale and description of vessel.

\_\_\_\_\_ Copy of the written notice of sale sent to the registered owner and lienholder of record by registered or certified mail, or the original or certified copy of the returned, unclaimed, registered or certified letter.

**NOTE:**

The notice of sale must include the complete vessel description (year, make and hull identification number).

\_\_\_\_\_ Lien satisfaction for any liens.

\_\_\_\_\_ Florida sales tax or specify sales tax exemption information on forms HSMV 82040 or HSMV 82041.

\_\_\_\_\_ Florida registration number or non-use affidavit.

\_\_\_\_\_ Title fees.