

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:		
TL-31	APPLICATIONS FOR CERTIFICATE OF TITLE INVOLVING PERSONAL PROPERTY LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES		
DESCRIPTION AND USE:			
<p>THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN PROCESSING APPLICATIONS FOR CERTIFICATE OF TITLE APPLICATIONS INVOLVING PERSONAL PROPERTY THAT IS LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES.</p>			
<p>I. PROVISIONS OF LAW:</p> <p>Section 705.18, Florida Statutes, provide for the disposal of personal property lost or abandoned on a campus of an institution in the State University System or a campus of a state-supported community college.</p> <p>II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:</p> <p>When a motor vehicle has been abandoned on a state university or college campus, the president of the institution or his/her designee shall make a record of the date the property was found. If it is not claimed by the owner within 30 days after the property is found, or a longer period of time as may be deemed appropriate by the president, under the circumstances, the president shall order it to be sold at a public sale. Notice of the time and place of the sale shall be given in a publication of general circulation on the campus of such institution. Written notice must be given to the owner if known. The rightful owner may reclaim the vehicle at any time prior to the sale.</p> <p>After the provisions of section 705.18, Florida Statutes, have been met, the following documents must be submitted to the tax collector's office to be screened for completeness and accuracy:</p> <p>A. If the motor vehicle is CURRENTLY TITLED IN FLORIDA:</p> <p style="margin-left: 40px;">1. A form HSMV 82040, Application for Certificate of Title with/without Vehicle Registration, or HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.</p>			
DIVISION DIRECTOR	EFFECTIVE DATE	REVISION DATE	PAGE #
	Immediately	01/16/01	TL-31-01

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2. A copy of the written notice of sale (must show a description of the motor vehicle including the year, make and vehicle identification number), which was mailed certified to the owner and lienholder, at the addresses shown on motor vehicle records of this or any other state.

AND,

The original or certified copy of the post office returned receipt card for the certified mail.

OR,

The certified letter which was returned unclaimed.

3. A copy of the published notice of sale, showing the time and place of the sale and a description of the motor vehicle including the make, year and vehicle identification number.
4. A bill of sale from the university or college president or his/her designee, to the purchaser, showing the selling price and a complete description of the vehicle. (If a designee of the university or college signs the bill of sale, a letter of appointment from the president must accompany the bill of sale).
5. Lien satisfaction(s) for any liens, as shown on the motor vehicle records of this or any other state, if applicable.
6. 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.
7. The Florida license plate number transferred to or purchased for the motor vehicle or a non-use affidavit. The mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. A non-use affidavit is not acceptable for mobile homes.
8. Title fees.

NOTE: When a licensed motor vehicle dealer or individual purchases a motor vehicle obtained by operation of law and does not have a negotiable title, the purchaser(s) must have a certificate of title issued in their name prior to reselling the motor vehicle.

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B. If the motor vehicle was PREVIOUSLY TITLED OUT OF STATE:

1. A form HSMV 82042, Vehicle Identification Number and Odometer Verification Affidavit, accurately completed by the applicant(s) with the vehicle identification number verified by one of the four officials shown on the lower portion of the form.

Form HSMV 82040, Application for certificate of title with/without Registration, may be used in lieu of the above listed form.

or,

An affidavit from the seller(s) and the purchaser(s) verifying that the vehicle identification number shown on the affidavit is identical to the vehicle identification number shown on the motor vehicle.

Verification is not required for any mobile home; any trailer or semitrailer with a net weight of less than 2,000 pounds; or any travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.

2. Verification of ownership and lien status information from the motor vehicle division of the state of previous registration. Verification may be one of the following:
 - a. A computer generated printout from the out-of-state motor vehicle division.
 - b. A letter on letterhead stationery from the out-of-state motor vehicle division.
 - c. A copy of the teletype printout or statement, which shows the ownership information, the name of the law enforcement agency, and the official's name who provided the verification information.
 - d. Photocopy of the out-of-state certificate of title.
3. When the state in which the motor vehicle was previously registered is unknown, an affidavit stating that fact must be submitted by the university or college president or his/her designee.
4. Documentation as listed under II, A, 1-8, is also required.

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III. MISCELLANEOUS INFORMATION:

- A. A documentation checklist is attached to this procedure as Exhibit A.
- B. See Forms Appendix for a sample of the HSMV forms referred to in this procedure.

EXHIBIT A

ABANDONED ON UNIVERSITY, COLLEGE CAMPUSES CHECK LIST

FORMS

FLORIDA RECORD

OUT-OF-STATE RECORD

_____ HSMV 82040 or HSMV 82041

_____ HSMV 82040 or HSMV 82041

_____ HSMV 82042, or the VIN
Verification section on form
HSMV 82040.

_____ Verification of title/lien status or
affidavit stating previous state
"UNKNOWN."

_____ Bill of sale from the university or college president or his/her designee to the purchaser. (If a designee of the university or college signs the bill of sale, 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 motor vehicle.

_____ Copy of the written notice of sale (must show a description of the vehicle including the year, make and vehicle identification number), which was mailed certified to the owner and lienholder of record.

AND,

The original or certified copy of the post office returned receipt for the certified mail.

OR,

The certified letter which was returned unclaimed.

_____ Lien satisfaction (s).

_____ Florida sales tax or specify sales tax exemption information on form HSMV 82040 or HSMV 82041.

_____ Florida license plate number, a non-use affidavit or the mobile home or RP Decal.

_____ Title fees.