



RE: Request for Original Title for:

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

Remit Information to:

Lee County Tax Collector

P.O. Box 1590

Fort Myers, FL 33902-1590

Dear Lienholder/Lessor:

I am applying for a Florida license plate which requires the original title to be submitted along with the application. In order to complete this transaction, please provide the following items to the Remit Information to: address shown above:

- Copy of this letter identifying titled owner
- The original title certificate with the date of lien.
- The complete name and address of the lienholder and/or lessor.
- The lienholder's and/or lessor's Federal Employer Identification Number (Lienholder's and/or Lessor's in an individual's name provide photo copy of ID card or Driver License).
- Lease vehicles also require:
  - Original Power of Attorney (lessee to sign on behalf of lessor)
  - Florida Sales Tax Registration Number

Upon completion of the title application, a Florida title will be returned to you directly, as the lienholder/lessor, by the Department of Motor Vehicles in Tallahassee, Florida.

Sincerely,

X \_\_\_\_\_

X \_\_\_\_\_

\_\_\_\_\_  
Printed Owner/Lessee Name(s)

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Loan/Account Number

Upon receipt of original title, I would like to process my title transfer at the following location:

Bonita Springs Office

Cape Coral Office

Downtown Fort Myers Office

Lehigh Acres Office

North Fort Myers Office

South Fort Myers Office

Mail

## Instructions for Completing Request for Title Letter

1. At the top of the letter, enter the following information in the corresponding spaces:
  - ❖ **Date:** Enter the date letter will be mailed
  - ❖ **Lienholder/Lessor Name, Address, City, State Zip:** Enter the name and mailing address of the company that has possession of the title.
  - ❖ **Year:** The model year of the vehicle
  - ❖ **Make:** The brand name of the vehicle (i.e., Ford, Dodge, Chevrolet, etc.)
  - ❖ **Vehicle Identification Number:** The VIN can usually be found on the driver's side dash viewable through the windshield
  
2. At the bottom of the letter, enter the following owner/lessee information in the corresponding spaces:
  - ❖ **Signature:** Original signature
  - ❖ **Owner/Lessee Name:** Printed name
  - ❖ **Contact Address:** Address to be reached by mail
  - ❖ **City, State Zip:** City, State and Zip Code of contact address
  - ❖ **Daytime Phone Number:** Phone number to be reached during business hours
  - ❖ **Email Address:** Internet contact address
  - ❖ **Loan/Account Number:** The identifying number on the vehicle payment coupon
  
3. Indicate how the title transaction will be processed by marking an "X" in the box by one of our office locations or by mail.
  
4. Please keep a photo copy of this letter for your records as our office will not have a copy of this letter.
  
5. It is your responsibility to contact the lienholder/lessor for information regarding the date the title was mailed by them, our office cannot verify any information for you.
  
6. Upon our receipt of the title and a copy of this letter, you will receive a notification letter so that you may proceed with the title transfer. At that time, the following items are needed:
  - ❖ Vehicle being titled or a properly completed VIN verification form
  - ❖ Proof of current Florida insurance
  - ❖ Each title applicant or their appointed power of attorney with picture identification (i.e., current driver license, passport, etc.); the power of attorney document must be an original or certified copy
  - ❖ Additional taxes equivalent to Florida's sales and/or local tax may be due. If your vehicle is less than six months old at the time of the title transaction, please provide a copy of your sales receipt
  - ❖ Lease vehicles require a copy of the lease agreement in addition to the items listed above.