MECHANIC’S LIEN
Title Application Checklist

An individual, a firm, a limited liability company, or a corporation that performs labor, furnishes materials or storage, or does repair work on a motor vehicle, trailer, semitrailer, or recreational vehicle has a mechanic’s lien on the vehicle for the reasonable value of the charges for the labor, materials, storage, or repairs.

The vehicle may be advertised for sale at public auction if the charges are not satisfied thirty (30) days after the vehicle comes into their possession. The vehicle may not be sold earlier than fifteen (15) days after the date the vehicle is advertised for sale or fifteen (15) days after the owner has been notified of the intent to sell, whichever is greater.

Mechanic’s Lien title applications are processed by the Central Office Title Processing Department to improve the security and efficiency of these transactions.

When submitting paperwork, include the following:

- [ ] Application for Certificate of Title – State Form 44049
- [ ] Mechanic’s Lien Bill of Sale- State Form 23104
- [ ] The vehicle owner of record and lien holders (if applicable) must be notified at the last known address by certified mail that the vehicle will be sold at public auction on a specified date to satisfy the mechanic’s lien. **Proof of delivery of certified letter(s) and a copy of the letter must be submitted with this application.**
- [ ] Certificate from a newspaper verifying the vehicle was advertised for sale at public auction. The advertisement must be placed in a newspaper that is printed in English and of general circulation in the city or town in which the mechanic’s lien holder place of business is located. The advertisement must contain at least the following information: (1) A description of the vehicle, including make, type, and VIN; (2) Amount of unpaid charges; (3) Time, place, and date of sale
- [ ] Physical Inspection of a Vehicle or Watercraft – State Form 39530. Must be completed by an Indiana law enforcement officer.
- [ ] Odometer Disclosure Statement – State Form 43230. (Trailers and motor vehicles over 16,000 lb. are exempt.) Mileage will be branded “Not Actual”.
- [ ] Proof of Indiana Residency. Examples include an Indiana driver’s license or identification card or utility bill dated within the last sixty (60) days. Visit www.myBMV.com for a complete list of acceptable documents.
- [ ] $15.00 title application fee and 7% sales tax (if applicable). Payable by MasterCard or Visa, check, electronic check, or money order. A $21.50 delinquent fee will be assessed on packets received thirty one (31) days after the purchase date.
- [ ] Sales tax is 7% of the purchase price. If the holder of the mechanic’s lien is applying for ownership, 7% sales tax is assessed on the advertised price. **If sales tax is required to be collected at the time of sale, include bill of sale or purchase order showing sales tax was collected and provide an ST108E – Certificate of Gross Retail or Use Tax Exemption – State Form 48841 to the purchaser.**

If the BMV determines that sufficient credible evidence exists to substantiate the applicant’s claim of ownership, a title will be issued. **If all required documents are not submitted or information is incomplete, the entire application will be returned.**

For your convenience, the required forms are included with this checklist. The forms are also available at myBMV.com. Mail the completed packet to:

Central Office Title Processing
100 North Senate Avenue, Room N411
Indianapolis, IN 46204

**Please include this checklist and contact information with your application.**

Print Name

Phone Number Email (optional)
**INSTRUCTIONS**

Sign and date on top right signature line.

Line 2
Enter the name (s) (individual(s) or company) and Social Security or Federal Identification Number of the owner(s).

Line 3
Enter the legal address of the owner(s). The legal address is the physical location of the owner’s residence or business.

Line 4
Enter the VIN, Year, Make, Model Number and Vehicle Type (examples include: 2S (2 door sedan), 4S (4 door sedan), CN (convertible), CP (coupe), 2W (2 door wagon), 4W (4 door wagon), VA (van), TK (truck), MC (motorcycle), TR (trailer), SE (Semi Trailer), TC (Semi Tractor), RV (recreational vehicle– including motor home and travel trailer), MH (Mobile Home), AT (All Terrain), and LS (Low Speed).

Line 5
Enter the former title number and purchase date. Lien Y/N. If speed title is requested state ‘yes’ and include an additional $25 with application.

Line 6 & 8
Indicate lien holder name(s) and mailing address. If there is no lien and title should be mailed to a special one-time address include on line 6&7.

Line 10
Not required to be completed. However, appropriate tax form or payment should be included with title application.
**INSTRUCTIONS:**

1. An applicant who has purchased a vehicle in accordance with Indiana Code §9-22 must present this form to obtain a certificate of title.
2. Complete in blue or black ink or print form. Must be completed it its entirety as incomplete forms will not be accepted.
3. A certificate or affidavit of publication from the newspaper verifying the vehicle was advertised for sale at public auction must be included with this Bill of Sale. The vehicle may not be sold before fifteen (15) days after the date of the advertisement.
4. Proof of the mechanic’s lien notice to owner and lienholder (if applicable) must be included with this application.

<table>
<thead>
<tr>
<th>SELLER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Person/entity who holds the mechanic’s lien</strong></td>
</tr>
<tr>
<td><strong>Seller’s Name</strong> (last, first, middle initial or company name)</td>
</tr>
<tr>
<td><strong>Seller’s Legal Address</strong> (number and street)</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>VEHICLE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner(s) Name</strong> (last, first, middle initial or company name)</td>
</tr>
<tr>
<td><strong>Owner(s) Last Known Address</strong> (number and street)</td>
</tr>
<tr>
<td><strong>Vehicle Identification Number</strong></td>
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<table>
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<tr>
<th>LIEN INFORMATION</th>
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<tbody>
<tr>
<td><strong>Eligible Lien type:</strong> (required)</td>
</tr>
<tr>
<td>☐ Labor, Materials, Storage, or Repair Work Lien (Mechanic’s lien)</td>
</tr>
<tr>
<td>☐ Abandoned Vehicle Lien</td>
</tr>
<tr>
<td><strong>The charges and costs against the vehicle are as follows:</strong></td>
</tr>
<tr>
<td><strong>Repair Work – Labor</strong></td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td><strong>Date Vehicle Left in Seller’s Custody</strong> (month, day, year)</td>
</tr>
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</table>

**The Seller, under penalty of perjury, affirms:**

1. The above listed owner requested that the above described vehicle be repaired or stored and/or the vehicle has been abandoned.
2. The vehicle was left in the seller’s custody and the owner failed or refused to claim the vehicle within thirty (30) days.
3. The owner was notified by certified mail that the vehicle described above would be sold at public auction to satisfy the above charges.
4. The vehicle was advertised for sale at a public auction.

| **Signature of Seller** | **Printed Name** | **Date Signed** (month, day, year) |

<table>
<thead>
<tr>
<th>PURCHASER INFORMATION</th>
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<tbody>
<tr>
<td><strong>Person who purchased the vehicle</strong></td>
</tr>
<tr>
<td><strong>Purchaser’s Name</strong> (last, first, middle initial or company name)</td>
</tr>
<tr>
<td><strong>Purchaser’s Legal Address</strong> (number and street)</td>
</tr>
<tr>
<td><strong>Date of Sale</strong> (month, day, year)</td>
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</table>

**I swear or affirm that the information I have entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.**

| **Signature of Purchaser** | **Printed Name** | **Date Signed** (month, day, year) |
INSTRUCTIONS:

1. Approved inspector must complete information in blue or black ink or print form.
2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
4. Police officers completing this form may not charge a fee of more than $5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
5. Dealers may not perform watercraft inspections.

**OWNER INFORMATION**

Name (last, first, middle initial or company name)

Address (number and street)

City

State

ZIP Code

**VEHICLE OR WATERCRAFT INFORMATION**

Identification Number

| NONE (select if no identification number found) |

Year

Make

Model

Type

Plate Number / State

Watercraft Registration Number, if applicable

For assembled vehicles or watercraft include serial numbers for major component parts if present:

- Engine / Motor
- Transmission
- Body Chassis
- Front Assembly
- Rear Clip
- Frame
- Other (specify):

*IDACS / NCIC Check (required if form is completed by a police officer)*

Date CheckPerformed (mm/dd/yyyy)

Comments

I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector

Printed Name

Title

Date (mm/dd/yyyy)

Badge / Branch / Dealer Number

Police Department / Branch / Dealership

City

ZIP Code

Telephone Number

Email Address
### INSTRUCTIONS
1. In accordance with federal and state law, the seller of a motor vehicle must disclose the current mileage to a purchaser in writing upon transfer of ownership. The disclosure must be signed by the seller, including the printed name. If more than one person is a seller, only one seller is required to sign the written disclosure.
2. The purchaser must sign the disclosure statement, including printed name and address, and return a copy to the seller.
3. Complete this form in its entirety, in blue or black ink.

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines, imprisonment, or both.

I, ___________________________________________ residing at: ____________________________________________________________

Printed name(s) of Seller(s)

Address of Seller(s) (number and street, city, state, and ZIP code)

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle described below unless one of the following statements is checked:

- [ ] 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 and should not be relied upon. WARNING - ODOMETER DISCREPANCY.

<table>
<thead>
<tr>
<th>Vehicle Make</th>
<th>Vehicle Model</th>
<th>Vehicle Year</th>
<th>Vehicle Body Type</th>
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Vehicle Identification Number (VIN) ____________________________________________________________

Transfer Date (month, day, year) _____________________________________________________________

I will not hold the Bureau of Motor Vehicles or the Bureau of Motor Vehicles Commission responsible for any discrepancy shown on the odometer reading. I, the undersigned, swear or affirm that the information entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.

Signature(s) of Seller(s) _____________________________________________________________

Date (month, day, year) ________________________________________________________________

### PURCHASER’S INFORMATION

I am aware of and acknowledge the above odometer certification made by the seller(s).

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<th>Signature(s) of Purchaser(s)</th>
<th>Date (month, day, year)</th>
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Printed Name(s) of Purchaser(s) ___________________________________________________________

Address of Purchaser(s) (number and street) _____________________________________________

City __________________________________________ State __________ ZIP Code ____________

________________________________________

Printed Name of Purchaser(s)
Payment Information

Pay by:
Check or money order
Credit Card (MasterCard or Visa)
Electronic check

I hereby authorize the Indiana Bureau of Motor Vehicles to charge the credit card indicated below:

Type of card:  □ MasterCard  □ Visa

Name of cardholder:________________________________________________________
Account
Number:______________________________________________________
Expiration
Date:______________________________________________________

I hereby authorize the Indiana Bureau of Motor Vehicles to charge the checking account indicated below:

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<th>Routing Number</th>
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