## **Buying a Vehicle in Maryland?**

How to Properly Buy, Sell or Donate a Vehicle Through a Private Transaction





## Table of Contents

If You are Selling the Vehicle
If You are Buying the Vehicle
Has the Vehicle Been Damaged?
Donating a Vehicle to Charity
Giving the Vehicle as a Gift10
Unlicensed Vehicle Dealers vs. Licensed Dealers14
How to Obtain MVA Forms Mentioned in the Guide15
MVA Full Service Office Locations15
Examples of Required Forms
Maryland Certificate of Title16 & 17
Bill of Sale
Notice of Security Interest Filing
Maryland Application for Gift Certification
Gift Title Transfer – Certified Statement
Application for Maryland Title

## TAKING THE CONFUSION OUT OF SELLING, BUYING OR DONATING A VEHICLE IN MARYLAND

If you are selling, buying, or donating a vehicle in Maryland, the transaction can be confusing. That's why each step is covered in this guide to help you privately sell or buy a vehicle, donate or give the vehicle as a gift.

Buyers and sellers should be aware that private vehicle sales without a licensed dealer are not regulated by the MVA. Any legal action regarding the sale, warranties, or consumer rights are the sole responsibility of the buyer and the seller.

Always keep a copy for your records. The forms referred to in this guide can be obtained through the MVA Fax on Demand System at (410) 424-3050, on the MVA website at www.MVA.Maryland.gov, at any MVA full service branch office, by calling MVA's Customer Service Center at 410-768-7000, or by writing the MVA at: 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

#### Let's Get Started!

This guide helps with the transfer of ownership when a person privately sells or buys a vehicle. Sections are outlined for those selling, buying, donating, or giving the vehicle as a gift.

## If You are Selling the Vehicle:

It is your responsibility to take care of the following transactions:

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#### Get the Vehicle Inspected

The seller is responsible for having the vehicle safety inspected by a licensed Maryland inspection station. An automobile dealer, service station or specialized automobile service center can all be licensed as Maryland inspection stations. "Maryland Safety Inspection Certificates" are valid for 90 of the follo days.

#### Assign the Vehicle to the New Owner

□ The seller must sign and print his or her name and the buyer's name and address on the back of the "Certificate of Title" under the "Assignment of Ownership" section. The buyer's name and address must be recorded in the "Assignment of Ownership" section to complete the sale. Without the name, the title is considered "open" and will not be recognized by the MVA for registration.

Name(s) of Buyer(s)					
Address of Buyer(s)	(STREET ADDRESS)	ICITY OR TOWNI	(COUNTY)	(STATE)	(ZHP CODE
				IOIVIEI	per core
	s that the odometer reading is the ecked:	actual mileage of the vehicle unless	one of the following statements		
The second se	1. The mileage st	taled is in excess of its mechanical lin	site. SELLING PR	KE	
foo te	2 The originator	reading is not the actual mileage.	DATE OF SA	LE CONTRACTOR	Stopping and La 111
ODOMETER READING		OMETER DISCREPANCY			
SIGNATURE OF SELLER(S)		SIGNATUR	E OF CO-SELLER(S)		
PRINTED NAME OF SELLER(S)		PRINTED	NAME OF CO-SELLER(S)		all and the second
SIGNATURE OF BUYER(S)		SIGNATUR	E OF CO-BUYER(S)		
PRINTED NAME OF BUYER(S)		PRINTED I	NAME OF CO-BLIVERIS		

- If the title has been lost or destroyed, the vehicle owner(s) may apply for a duplicate title online at <u>www.mva.maryland.gov</u> or apply at an MVA KIOSK located at MVA full and express branch locations; or apply by mail using the MVA "Application for Duplicate Certificate of Title: (form number VR-018). Duplicate titles will be mailed to the owner's address.
- da 🖵 Record the odometer mileage under the "Assignment of Ownership" section.
  - □ If the "Certificate of Title" has space for the purchase price, record the purchase price on the title under the "Assignment of Ownership" section along with the date of the sale.

See Example 1 and 2 (page 16 and 17) for a sample of the front and back of a "Maryland Certificate of Title."

#### Is a Notary or a "Bill of Sale" Needed?

When completing the assignment of ownership, it is also important to enter the purchase price on the title if a space is provided for that purpose. If there is not a space on the title to enter a purchase price, a bill of sale must be provided. A notarized bill of sale may be required in some cases. The following circumstances explain when a notarized bill of sale with all buyers and sellers signatures is necessary.

- □ For vehicles less than 7 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the clean retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. For passenger cars, multi-purpose vehicles, ½ and ¾ ton trucks, the value is computed by the addition or subtraction for high or low mileage. Please call the MVA's Customer Service Center at 410-768-7000 to determine the vehicle's book value.
- □ For vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than \$640 (\$320 for trailers), the excise tax will be 6% of the purchase price; if the purchase price is \$640 (\$320 for trailers) or less the tax will be the minimum excise tax \$38.40 (\$19.20 for trailers).
- □ If a notarized "Bill of Sale" is not presented and the purchase price of the vehicle is within \$500 of the clean retail value as shown in the National Publication of Used Car Values, MVA will accept the purchase price as completed on the title.

See example 3 (page 18) for a sample of the MVA "Bill of Sale."

#### Always Show Proof that the Vehicle Being Sold Has Been Paid Off

- □ To prove the vehicle has been paid off, the "Notice of Security Interest Filing" is needed. It is sent to the vehicle's owner by the financial institution once the final payment has been received.
- □ If the document is not available, please request a letter on the financial institution's letterhead stating that they hold no security interest and have it signed by the financial institution's authorized agent. The letter should also include the date of the loan's creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make and vehicle identification number).

See Example 4 and 5 (page 19 and 20) for a sample of the "Maryland Notice of Security Interest Filing."

#### Return the License Plates to the MVA Before You Cancel Insurance on the Vehicle

Maryland law is extremely strict and uninsured motorist fines begin at \$150 for the first 30 days a vehicle is not insured, \$7 for each day thereafter. Unless the seller is transferring the plates to another vehicle, return the license plates to the MVA and retain the receipt, before canceling the insurance coverage on the vehicle.

## If You Are Buying the Vehicle:

Whether the vehicle is being purchased from within Maryland or out-of-state, the procedure is the same to transfer ownership to you. Visit an MVA full service office ed upon pur with the following completed documents. You may need a ride to the MVA, because less than t you must register the vehicle and obtain your license plates before you can drive the vehicle on the road.

#### **Certificate of Title**

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The buyer(s) and seller(s) must sign and print their name(s) on the "Maryland Certificate of Title" under the "Assignment of Ownership" section. If there is a co-buyer, he or she must also sign. The buyer's name and address must be the actual mecorded in the "Assignment of Ownership" area on the title to complete the sale. Without the name, the title is considered "open" and will not be recognized by the MVA for registration.

Name(s) of Buyer(s)						
Address of Buyer(s)	T ADDRESS	CITY OR TOWN	COUNTY	STATE	ZIP CODE	
		is the actual mileage of the vehicle unless on				
(no tenths)	1. The mileage	stated is in excess of its mechanical limits.	SELLING PRICE			
(no tenths)	2. The odemet	or reading is not the actual mileage.	I solemnly affirm under the penalties of perjury and upon personal knowledge the contents of the foregoing paper a			
	WAR	IING - ODEMETER DISCREPANCY	true and reflects the acti	ual selling price of th	e vehicle.	
SIGNATURE OF SELLER(S)		SIGNATURE OF	F CO-SELLER(S)			
PRINTED NAME OF SELLER(S)	6	PRINTED NAME	E OF CO-SELLER(S)			
SIGNATURE OF BUYER(S)		SIGNATURE OF	F CO-BUYER(S)			
PRINTED NAME OF BUYER(S)		PRINTED NAME	E OF CO-BUYER(S)			

- □ The buyer is responsible for completing the "Application for Title and Registration" section. Any co-buyers must also sign.
- □ The name(s) of the buyer(s) on both the "Assignment of Ownership" section and the "Application for Title and Registration" section must match.
- If you have purchased a vehicle with an out-of-state title, you must complete an MVA "Application for Maryland Title" (form number VR-005). If the vehicle is jointly owned, the co-buyer must also sign the application.

#### day of

See Example 8 (page 23) for a sample "Application for Maryland Title."

signature

#### A Release from the Institution that has Financed the Vehicle

□ If the seller is transferring ownership of a vehicle titled in Maryland and has financed the vehicle, a "Notice of Security Interest Filing" will be needed. If the vehicle is titled out-of-state, in most cases, the lien satisfaction is on the face of the title. If a space for the lien release is not provided on the title, a separate lien release may be required.

□ If that document is not available, please request from the seller a letter from the financial institution. The letter must be on the financial institution's letterhead. signed by the financial institution's authorized agent, stating that they hold no security interest. The letter should also include the date of the loan's creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make and vehicle identification number).

See Example 4 and 5 (page 19 and 20) for a sample "Maryland Notice of Security Interest Filing." vlan

#### An MVA "Bill of Sale"

A notarized bill of sale may be required in some cases. The following circumstances explain when a notarized bill of sale with all buyers and sellers signatures is necessary.

- □ For vehicles less than 7 years old, purchased from someone other than a dealer. accompanied by a notarized bill of sale, the tax is 6% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the clean retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. For passenger cars, multi-purpose vehicles, 1/2 and 3/4 ton trucks, the value if computed by the addition or subtraction for high or low mileage. Please call the MVA's Customer Service Center at 410-768-7000 to determine the vehicle's book value.
- □ For vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than \$640 (\$320 for trailers), the excise tax will be 6% of the purchase price; if the purchase price is \$640 (\$320 for trailers) or less, the tax will be the minimum excise tax \$38.40 (\$19.20 for trailers).
- □ If a notarized "Bill of Sale" is not presented and the purchase price of the vehicle is within \$500 of the clean retail value as shown in the National Publication of Used Car Values, MVA will accept the purchase price as completed on the title.

#### Vehicle Inspection

- □ Used vehicles must be safety inspected before they can be registered by the MVA. The vehicle must be inspected by a licensed Maryland inspection station. An automobile dealer, service station or specialized automobile service center can all be licensed as Maryland inspection stations. A "Maryland Safety Inspection Certificate" is valid for 90 days. Make sure the vehicle identification number, engraved on a metal plate and visible through the windshield on the driver's side, matches the number entered on the "Maryland Safety Inspection Certificate", the "Certificate of Title," and any other vehicle ownership documents. Altered inspection certificates will not be accepted.
- A "Temporary Registration" is available for buyers who must have an inspection or repairs completed to register the vehicle. The temporary registration may be purchased at the MVA when titling the vehicle and is valid for 30 days from the issuance date. The registration fee will not be collected until the "Maryland Safety Inspection Certificate" is submitted and a one or two year registration plate is requested. However, the buyer will need to pay the title fees, taxes, and any lien filing fee, if applicable, and the temporary registration fee when purchasing the temporary plates.
- □ If a temporary registration is needed, an MVA "Temporary Inspection Waiver" (form number VR-129) must be completed.

## License Plates & Insurance

□ Insurance information must be submitted to register the vehicle. The full name of the insurance company, policy or binder number, and the agent's name por pure (if there is an agent) must be submitted. The buyer(s) signature(s) self-certifies that all of the insurance information is true and correct. The insurance coverage must be provided by a company licensed to insure vehicles in Maryland.

live Maryland Driv	STREET ADDRESS er's License Number and Date of B	CITY OR T inth. If you do not have a Driver		COUNTY th.		STATE ZIP CODE	
BUYER'S DRIVER'	S LICIENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO. FEIN # DATE OF BIRTH				
IF NOT SUBJECT T	O A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN		KIND OF LIEN	(DESCRIBE)	
NAME OF SECURE	D PARTY	ADDRESS OF SECURED	D PARTY				
/we hereby make a (Check applicable b	pplication for New Title Ne locks) New Title Tra	w Title and New Title Only Insfer of Tags No Tags	IF MOTORCYLCE, LIST EF	NGINE NUMBER	IF TRUCK/TRAC G.V.W.	TOR, LIST WEIGHT G.C.W	
If you are transferri (if applicable)	ng tags from a vehicle that you sold, t	CLASS OF VEHICLE	TAG NUMBER	3 VALIDATION STICKER NUMBER			
NAME OF PERSON	TO WHOM YOU SOLD THE OLD VE	ADDRESS					
CERTIFICATION	NAME OF INSURANCE COMPAN						
OF INSURANCE	POLICY OR BINDER NUMBER		NAME OF AGENT				
IS THIS VEHICLE T	O BE TITLED AS JOINT TENTANTS	OR TENANTS BY ENTIRETIES?	"I AM AWARE OF THE	ODOMETER CE	RTIFICATION M	ADE BY THE SELLER"	
JOINT TENAN	VTS TENANTS BY ENTIRETIE	8	SIGNATURE OF BUYE	R(S)			
	NOTARY NOT REQUIR		PRINTED NAME OF BUYER(S)				
	r penalty of perjury that the statement at of my/our knowledge information an		SIGNATURE OF CO-BL	JYER(S)			
manufacturer's Id	entification number shown on the face cle. Witness My/Our Hand(s) And Sec	hereof agrees with the number	PRINTED NAME OF CO	O-BUYER(S)			
This	Day of	20	<u></u>				

- □ The buyer(s) must complete the "Application for Title and Registration" section on the "Maryland Certificate of Title" with the insurance information.
- □ If the buyer has purchased an out-of-state vehicle, an "Application for Title" (form number VR-005) will need to be completed to apply for the title. The "Application for Title" will also require the vehicle's insurance information.

If the title has been lost or destroyed, the vehicle owner(s) may apply for a duplicate title online at <u>www.maryland.gov</u> or apply at an MVA KIOSK located at MVA full and express branch locations; or apply by mail using the MVA "Application for Duplicate Certificate of Title": (form number VR-018).

day of Duplicate titles will be mailed to the owner's address. Once the title is received, it may then be assigned to the buyer.

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## Has the Vehicle Been Damaged?

#### Why The Vehicle's Title History is Important

Always ask to see the title and review it carefully. You may wish to trace a used vehicle's title to obtain the vehicle's history, and to confirm ownership of the vehicle and the odometer reading.

Look for any indications that the vehicle has been salvaged which may mean that it has been extensively damaged. A salvage certificate is then issued with a "brand." Salvage certificates are branded in Maryland by the following categories.

- □ damage to the vehicle is greater than the market value.
- damage to the vehicle is equal to or less than the market value, (the title will not be branded).
- □ the vehicle is not rebuildable, not to be re-titled. PARTS ONLY.
- □ the vehicle has substained flood damage.
- or the vehicle has been either stolen or abandoned.

If the vehicle you are purchasing already has a branded title, the Maryland Motor Vehicle Administration can provide you with the basic title information showing the history of the vehicle while it has been registered in Maryland. Due to our privacy laws, we will not give you the name or address of any previous owners, but will supply you with the vehicle information. To request the information, complete an MVA "Request for Motor Vehicle Administration Records" (form number DR-057) for either a non-certified or certified record. You will need to know the vehicle's title number, tag number, and vehicle identification number. An individual researching a vehicle's history would request a non-certified record, containing only the vehicle's history. If the vehicle's record is to be used for legal or court actions, a certified record is requested, containing the MVA's Administrator's seal.

If the vehicle has been salvaged and re-titled in another state it may not appear on the Maryland MVA vehicle history. The state that re-titled the vehicle would have a history of the transaction. If the vehicle is currently registered out-of-state or at some time has been registered in a different state, you will need to contact that state's department of motor vehicles to obtain the vehicle's history. Each department of motor vehicles may require a variety of vehicle information to obtain the title history. Contact them for their requirements and procedures.

There are also automobile services listed in the yellow pages or on the Internet under a search for "vehicle history" that will provide a complete vehicle history. An automobile service running a history check on the vehicle would also have a salvaged indication on it. Some companies provide the service for free, while others will charge a fee. Most of the companies require the vehicle make, model, and vehicle identification number.

#### ehicle Identification Number

## **Helpful Transaction Tips**

- The seller should have the "Certificate of Title" and "Security Interest Filing" (if applicable) available for the buyer to examine at the time of the transaction. We upon pure The buyer should verify that the name on the title is the same as the seller's we less than to name, the title has not been altered, and the vehicle identification number matches the one on the vehicle. The title should not contain erasures or staples that could conceal or distort information, making the title invalid.
- The title must be completed properly by both the seller and the buyer at the time of the transaction. The completed information must be clear and easy to of the follow read to ensure accuracy and to avoid future problems when the buyer registers the vehicle.
- The buyer's name must be recorded in the "Assignment of Ownership" area on the title to complete the sale. Without this information, the title is considered "open" and will not be recognized by the MVA for registration.
- An out-of-state transaction, as well as a transaction within Maryland, will need a separate notarized MVA "Bill of Sale" (form number VR-181) signed by both the buyer and the seller if the vehicle is less than 7 model years old and is not being sold for the National Automobile Dealers Association book value.

## **Donating a Vehicle to Charity**

If you are donating a vehicle, the owner and the charity need to do the following:

#### **Owner:**

- □ The title of the vehicle must be properly assigned to the charity. This is handled in the same manner as if you were actually selling the vehicle. Be sure to fill in the name and the address of the charity under the "Assignment of Ownership" section to properly complete transfer of ownership of the vehicle to the charity. Some charities may request that you leave the new owner information blank, but this leaves you at risk for future problems since the title would then be considered "open" by the MVA and unassigned. It may also affect your tax deduction for the donation.
- The odometer mileage must be filled in on the "Maryland Certificate of Title."
- □ If the giver has financed the vehicle, the charity will need the vehicle's "Maryland Notice of Security Interest Filing" showing the vehicle has been paid off. If that document is not available, please request a letter on the financial institution's letterhead stating that they hold no security interest and have it signed by the financial institution's authorized agent. The letter should also include the date of the loan's creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make, and vehicle identification number).

- □ Do not leave the license plates on the vehicle. After the title is transferred, remove the license plates from the vehicle and return the plates to the MVA unless you are transferring the plates to another vehicle. You may only transfer the plates if the new vehicle is titled in the same name and the new vehicle classification is the same as the old vehicle. Keep your receipt from the MVA when you return your plates. Keep insurance coverage on the vehicle until the date the plates are returned to the MVA or transferred to the new vehicle.
- □ Cancel the vehicle insurance of the donated vehicle. To avoid penalty fees, cancel the vehicle insurance only after the plates have been returned to the MVA.

#### Charity:

□ The charity is responsible for providing the owner with a receipt for tax purposes for the donation of the vehicle. The charity, the owner, or both may determine the price or value of the vehicle.

## Giving the Vehicle as a Gift:

If the vehicle is being given as a gift, and an exemption from excise tax is being requested, the following requirements apply:

The parties involved in the transfer of the vehicle must be members of immediate family:

- Spouse
- Son or Daughter
- Adopted Son or Daughter
- Grandson or Granddaughter
- Stepson or Stepdaughter
- Mother or Father
- Stepmother or Stepfather
- Brother or Sister
- Half Brother or Half Sister
- Grandmother or Grandfather
- Son-in-Law or Daughter-in-Law
- Mother-in-Law or Father-in-Law
- Aunt or Uncle (65 years or older) to Niece or Nephew

#### Vehicle Identification Number

If the last names do not agree, you must submit proof of the relationship. For example, a marriage certificate showing the daughter's current married name, as well as a birth certificate showing the daughter's last name prior to the marriage would prove the relationship. Please contact the MVA's Customer Service Center at 410-768-7000 if you need clarification on the types of documentation needed to prove a relationship.

□ If a vehicle is being given to a niece and/or a nephew from an aunt and/or uncle, a "Certified Statement" (form number VR-299) is needed to accompany the "Gift Certification" (form number VR-103).

See Example 6 (page 21) for a sample "Gift Certification," and Example 7 (page 22) for a sample "Certified Statement."

#### **Certificate of Title**

To give the vehicle as a gift in Maryland it must be already titled in the state of Maryland.

- □ To give the vehicle to one family member from another, the same information and transaction procedures are required on the "Maryland Certificate of Title." The person giving the vehicle is the "seller" and the "buyer" is the person receiving the vehicle as a gift.
- □ To add a name to the title, place both the current owner's name and the new name on the line for "name of buyer" in the "Assignment of Ownership" section. Complete the address line for the buyers in this, as well as the "Application for Title and Registration" section.
- □ It is important to remember that the current lienholder on the vehicle must approve the addition or deletion of a name on the title. A vehicle with a current lien must have a letter of permission on the lienholder's letterhead for the owner to submit to the MVA to add or delete a name on the title.
- □ In the purchase price section, print the word "gift" and fill in the date of the transaction.

□ Fill in the odometer reading in the "Assignment of Ownership" section.

	Name(s) of Buyer(s)_	10		cribed in this title has been transferred to the			
natun <b>H</b> g	Address of Buyer(s) _	STREET /	ADDRESS	CITY OR TOWN	COUNTY	STATE	ZIP CODE
WNE	I certify to the best of ke	nowledge that	the occrneter reading	g is the actual mileage of the vehicle unless one	of the following statements is	checked;	
ENT OF O	ODEMETER READING	no tenths)	2. The odemo	e stated is in excess of its mechanical limits. ster reading is not the actual mileage.	SELLING PRICE I sciemnly affirm under the personal knowledge the true and reflects the actu	he penalties of perju contents of the fore	ry and upon going paper ar
NN/S	SIGNATURE OF SELL	ER(S)		SIGNATURE OF	CO-SELLER(S)		
SSIGN	PRINTED NAME OF S	ELLER(S)		PRINTED NAME	OF CO-SELLER(S)		
AS	SIGNATURE OF BUYE	R(S)		SIGNATURE OF	CO-BUYER(S)		
	PRINTED NAME OF B	UYER(S)		PRINTED NAME	OF CO-BUYER(S)		

#### Vehicle Inspection

Any transfer between spouses or between parent and child are exempt from inspection if titled in Maryland. All other transactions require a Maryland Safety Inspection. An inspection is not required if the vehicle is co-owned and one of the names is being removed from the title certificate.

#### Notice of Security Interest Filing

- □ If there is a lien showing on the face of the title and the vehicle is paid off, the receiver of the vehicle will need the "Notice of Security Interest Filing."
- □ If the document is not available, please request the giver of the vehicle to obtain a letter on the financial institution's letterhead stating that they hold no security interest and have it signed by the financial institution's authorized agent. The letter should also include the date of the loan's creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make and vehicle identification number).

#### Excise Tax

□ A vehicle that is titled in the state of Maryland and is transferred as a gift is tax exempt as long as the receiver meets the relationship requirements listed on page 10. A vehicle that is given as a "gift" to a Maryland resident from out-of-state is not tax exempt unless the vehicle was previously titled and registered in Maryland and the relationship of the individuals meets our requirements.

#### Plate Transfer & Registration

- □ Insurance information must be submitted to register the vehicle. The full name of the insurance company, policy or binder number, and the agent's name (if there is an agent) must be submitted. The recipient(s) signature(s) self-certifies that all of the insurance information is true and correct. The insurance coverage must be provided by a company licensed to insure vehicles in Maryland.
- □ The recipient of the vehicle must complete the "Application for Title and Registration" section on the "Maryland Certificate of Title" with the insurance information.

Treasure the Chesapeake

style

#### Vehicle Identification Number

If the recipient does not have the "Maryland Certificate of Title" for the vehicle the current owner will need to complete an MVA "Application for Duplicate Title" (form number VR-018), and then sign the vehicle over to the receiver as a gift.

rchased for a price less than t

ive Maryland Driv	STREET ADDRESS er's License Number and Date of B	CITY OR T rth. If you do not have a Driver		COUNTY th.		STATE ZIP CODE	
BUYER'S DRIVER	S LICIENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO. FEIN # DATE OF BIRTH				
F NOT SUBJECT T	O A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN		KIND OF LIEN	(DESCRIBE)	
AME OF SECURE	D PARTY	8	ADDRESS OF SECURE	D PARTY			
/we hereby make a Check applicable b		v Title and New Title Only Insfer of Tags No Tags	IF MOTORCYLCE, LIST E	NGINE NUMBER	IF TRUCK/TRACT	TOR, LIST WEIGHT G.C.W	
If you are transferri (if applicable)	ing tags from a vehicle that you sold, t	o this vehicle, give the following	CLASS OF VEHICLE	TAG NUMBER	G NUMBER VALIDATION STICKER NUMBER		
NAME OF PERSON	TO WHOM YOU SOLD THE OLD VE	ADDRESS					
CERTIFICATION	NAME OF INSURANCE COMPANY	(COPY FROM YOUR POLICY)					
OF INSURANCE	POLICY OR BINDER NUMBER		NAME OF AGENT				
	O BE TITLED AS JOINT TENTANTS		22 "I AM AWARE OF THE ODOMETER CERTIFICATION MADE BY THE SELLER" SIGNATURE OF BUYER(S)				
correct to the ber manufacturer's ki plate on the vehic	NOTARY NOT REQUIR r penalty of perjury that the statement at of mytour knowledge information an entilication number shown on the face cle. Witness My/Our Hand(s) And Sea						
This	Day of	50				PARTNER IN PARTNERSHIP	

□ Plates may be transferred between spouses, parents and children:

- from an individual to the joint names of that individual and the individual's parent or child; or
- from an individual to the name of a child or parent of that individual.

New plates must be purchased for all other gift transfers to family members. If you are transferring plates and less than 12 months remain in the registration year, the registration will be renewed for an additional year when the vehicle is titled. If the plates can not be transferred and are turned in with 12 or more months remaining, a refund will be mailed to you.

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## Unlicensed Vehicle Dealers vs. Licensed Dealers

There is a difference between a licensed vehicle dealer and a "curbstoner." A curbstoner is an unlicensed vehicle dealer who sells vehicles on the street or "at the curb." Curbstoners may also advertise vehicles in the newspaper classified section or online.

#### Here are a few clues to spot a possible curbstoner:

- □ The vehicle's title is not in the seller's name.
- □ The same phone number is listed for multiple vehicles in the newspaper or outdoor location.
- □ The license plates are out-of-state, issued temporarily, are dealer tags, or missing altogether.

#### Licensed motor vehicle dealers:

- Must post their license at their place of business and are licensed by the type of vehicle sales they conduct.
- □ The motor vehicle dealer may only sell from his licensed location.
- □ The dealer's salesmen must also be licensed and can only sell for the dealer listed on their sales license. Salesmen must have their licenses when conducting sales and you may ask to see it.

#### Different licenses/different sales:

- Only a dealer with a new vehicle dealer's license may sell a new car.
- A new car dealer may sell used vehicles and may sell vehicles to other dealers at wholesale prices.
- □ A used vehicle dealer may only sell used vehicles and may sell at wholesale prices to other dealers.
- A wholesale dealer may not sell vehicles to the general public.

# How to Obtain MVA Forms Mentioned in this Guide

The MVA forms, Bill of Sale (VR-181), Application for Certificate of Title (VR-005), Application for Duplicate Title (VR-018), Temporary Inspection Waiver (VR-129), Certified Statement (VR-299), and Maryland Application for Gift Certification (VR-103) are available on the MVA Fax on Demand System at (410) 424-3050, MVA's website www.MVA.Maryland.gov, at any full service branch office, by calling MVA's Customer Service Center at 410-768-7000, or by writing the MVA at: 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

#### **MVA Full Service Locations**

HOURS: Monday-Friday, 8:30am-4:30pm

Allegany County Cumberland, 13300 Winchester Road, SW

Anne Arundel County Glen Burnie, 6601 Ritchie Highway

Annapolis 160 Harry S. Truman Parkway (Off Riva Road)

**Baltimore City** 5425 Reisterstown Road (located in the Hilltop Shopping Center)

Baltimore County Essex. 1338-A Eastern Blvd..

Middlesex Shopping Center

**Carroll County** Westminster, 1106 Baltimore Boulevard

Cecil County Elkton, 105 Chesapeake Boulevard, Suite A

**Charles County** Waldorf, 11 Industrial Park Drive (St. Charles Business Park)

**Frederick County** Frederick, 1601 Bowman's Farm Road (Exit 56 off I-70) East Patrick Street Exit

#### Harford County

Bel Air, 501 W. MacPhail Road (1/2 mile south of Rt. 1)

Montgomery County Gaithersburg, 15 Metropolitan Grove Road (off Clopper Road)

White Oak, 2131 Industrial Parkway

#### **Prince George's County**

Beltsville, 11760 Baltimore Avenue (2-1/2 miles north of the Capital Beltway)

Largo, 10251 Central Avenue (near Rt. 202 & 214)

#### St. Mary's County

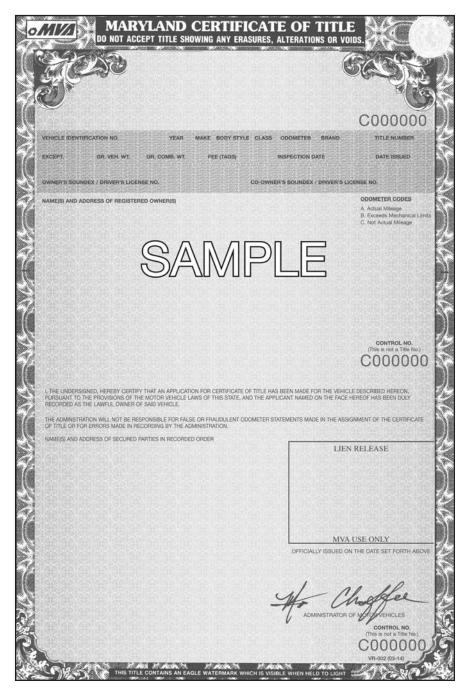
Loveville, 27351 Point Lookout Road (Route 5 at Sunnyside Road)

Talbot County Easton, 9148 Centreville Road

#### Washington County

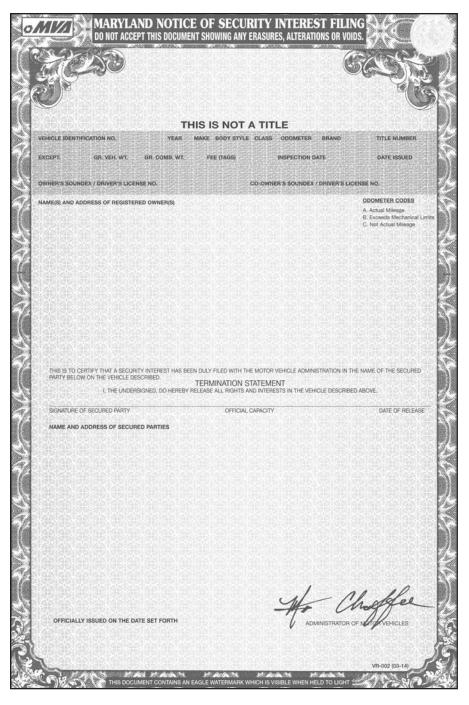
Hagerstown, 18306 Col. Henry K. Douglas Drive (off Rt. 65: 1-70 Exit 29)

Wicomico County Salisbury, 251 Tilghman Road



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RSH	Name(s) of Buyer(s)					
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	Name(s) of Buyer(s)					
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Motor 6601 R Glen Bu				
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lease describe the v	ehicle being sold			
Year	Make		Model	
Body Style		Vehicle Identification Number		
We do hereby sell to:				
ame of buyer(s)				
		vived. This sum represents the mut ason the vehicle may be purchased		
	the odometer reading is the	actual mileage of the vehicle u	nless one of th	he following statements is
hecked:		1. The mileage is in ex		
odometer reading	(no tenths)	2. The odometer readi	ing is not the ac	tual mileage.
		Warning- Odometer D	iscrepancy	
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IMPORTANT NOTICE. This certificate of

CERTIFICATION OF REPOSSESSION	vehicle to a sub repossessed be covering the veh	ecured party (Lien Holder) named or sequent purchaser. I/We, the unders cause of the debtor's failure to meet hicle was executed in full complianc fend it against all claims.	signed, hereby certify, under t the obligation in the settler	penalty of perjury, that the Mo nent of the lien indicated on the	otor Vehicle described on the he face of this form. The lier	he face has bee n contract
1101	Witness	My/Our Hand(s) and Seal	SIGNATURE C	F SECURED PARTY	이 것 수 있는	
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EPO			REPRESENTIN	IG FIRM OR COMPANY		
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₹	Address of Buy	er(s)	CITY OR TOWN	COUNTY	STATE	ZIP CC
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	Name(s) of Buye	er(s)				
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z	BUYER'S DRIVER		DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE	NO. FEIN #	DATE OF BIRTH
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STR	NAME OF SECUR	ED PARTY	ADOR	ESS OF SECURED PARTY		
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TITLE AND	(if applicable)	ming tags from a vehicle that you sold to the		ADORESS		
Ē	The second secon	NAME OF INSURANCE COMPANY ICOP	952	AND		
FOR	CERTIFICATION		T FROM TOUR POLICY)			
	OF INSURANCE	POLICY OR BINDER NUMBER		NAME OF AGEN	т	
APPLICATION	IS TH	HIS VEHICLE TO BE TITLED AS JOINT IANTS OR TENANTS BY ENTIRETIES?	"I AM	WARE OF THE ODOMETER CE	ERTIFICATION MADE BY THE	E SELLER"
LIC		TENANTS TENANTS BY ENTIRETS	SIGNATURE OF BU	JYER(S)		
APP	Renard C. C. C. C.			F BUYER(S)		
	herein are true information and	NOTARY NOT REQUIRED der penalty of perjury that the statements and correct to the best of my/our know 3 belief and hereby state that the manufac umber shown on the face hereof agrees wi	Nedge, signature of ce	D-BUYER(S)		
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	This	Witness My/Our Hand(s) And Seal	CO-SIGNATURE OF PAR	IENT, GLARDIAN OR RESPONSIBLE ADU SIGNED BY OWNER(S), OFFICER(S) OF	AT REQUIRED WHEN APPLICANT IS	UNCER 18 YEARS O
_	100000				F CORPORATION, OR PARTNER IN	PARTNERSHIP
	Name(s) of Buyer	hereby certifies that the vehicle describ (s)	eu in unis title nas been transfe	med to the following:		
	Address of Buyer	NS - 7.		COUNTY	STATE	ZIP CC
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IGNI		of my knowledge that the odometer readin	ig is the actual mileage of the veh	cle unless one of the following state		
REASSIGNMENT	DEVEND	1. The milear	ge stated is in excess of its mecha eter reading is not the actual mile:	nical limits	CERTIFIED SELLING PRICE	47.242
RE	ODOMETER REA	DING WARNING - C	ODOMETER DISCREPANCY		TRADE IN ALLOWANCE	1
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MV	6601 Ritchie H Glen Burnie, M	Administration lighway, N.E. laryland 21062			VR-103 (00
plication	for Marylan	d Gift Certifi	ication See reve	rse side for im	portant information
			noted below, this form pleted and submitted		If the vehicle transfer ssigned Maryland title.
Spouse Mother Stepmother Mother-in-law	Father Stepfather Father-in-law Grandfather	Son Adopted son Stepson Son-in-law	Daughter Adopted Daughter Stepdaughter Daughter-in-law	Sister Half Sister Brother Half Brother	Grandmother Grandchild *Uncle *Aunt
*For more inforr	mation please see	other side of page.			
f last names a	are not the same,	proof of relationship	o must be submitted.		
To be complete	ed by giver(s) of v	vehicle:			
			Date		
This is to certify	that Title Number		for my/our	(year/m	ake)
Vehicle Identifica	ation Number			0	
				·····	
providing a false reading is the a	e statement may re ctual mileage of the	esult in fines and/or ir e vehicle unless one		the best of my know nts is checked: ated is in excess of	
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information, and	d belief. I/we furthe		made herein are true an ey or other valuable con		t of my/our knowledge, I in this transfer. This transfer
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	est of my/our know	vledge, information, a	ify under penalty of perj and belief. I/we further c not being made contra	ertify that no money	
correct to the b	s involved in this tra				
correct to the b consideration is				Signature of Co	
correct to the b	ceiver			Signature of Co	

	<b>lotor Vehicle Administration</b> 301 Ritchie Highway, N.E. Ien Burnie, Maryland 21062		VR-299 (04-1
Gift Title Transf	er from Aunt/Uncle to Niece and	/or Nephew – C	ertified Statement
completed VR-103	o is at least 65 years of age should sub Application for Maryland Gift Certifica and/or Nephew as proof of the relatior	ation when transfe	
Title Number	Vehicle Identification Number	Year	Make & Model
Statement of Fact: Describe how your Niece a	nd/or Nephew is related to you.)		
	penalty of perjury, that the statements dge, information and belief.	made herein are t	rue and correct to the
Giver's Signature			Date
Co-Giver's Signature			Date
- Sito o orginataro			54.0

зM	[]/	660 Glen	1 Ritchie Higl Burnie, Mar	nway, 1 yland 2	N.E. 21062								VR-005	06-
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-	APP	ICATIO	N FOR NE	N RE	GISTRATIC	N PLAT	ES OR TF	RAN	SFER O	F REGIS	RATION	N PLAT	ES	
e do hereby	make app	lication fo	r: 🗌 New Ta	as 🗆	Transfer of Ta	ags 🗆 T	itle Only Is	your	motor veh	icle now su	spended o	r revoke	d in this or an	iy
er state? 🗌	Yes 🗋	No Is thi	s vehicle to be	opera	ted for short te	erm rental'	Yes		No l	f transferrin	g plates, co	omplete	below:	
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For More Information Call 410-768-7000

**To Speak to a Customer Agent** 

For the Hearing Impaired TTY 1-800-492-4575

Internet Address www.MVA.Maryland.gov

MVA Fax On Demand System 1-410-424-3050



6601 Ritchie Highway, N.E. Glen Burnie, Maryland 21062

