



West Virginia Department of Transportation  
**Division of Motor Vehicles**  
Application for Certificate of Title for a Leased Motor Vehicle

FOR DMV USE ONLY  
CLASS \_\_\_\_\_  
NUMBER \_\_\_\_\_  
EXP. DATE \_\_\_\_\_

**TYPE OR PRINT IN BLUE OR BLACK INK**  
**MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES**  
**INSTRUCTIONS ARE ON THE REVERSE SIDE OF THIS FORM.**

The owner(s) of the following vehicle make application for a certificate of title for that vehicle, and, for that purpose, state the following:

LESSOR'S NAME \_\_\_\_\_  
NAME OF PURCHASER TO BE WRITTEN PLAINLY AND EXACTLY AS IT IS TO APPEAR ON THE CERTIFICATE OF TITLE

C/O LESSEE'S NAME \_\_\_\_\_

LESSOR'S ADDRESS \_\_\_\_\_  
NUMBER STREET CITY/TOWN COUNTY STATE ZIP CODE

**VEHICLE DESCRIPTION**

Make \_\_\_\_\_ Year \_\_\_\_\_ V. I. N. \_\_\_\_\_  
Style of Body \_\_\_\_\_ Weight \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
Passenger vehicle only TRUCKS Requested (GVW) (No Tenths)  
Lease Permit \_\_\_\_\_ Base Lease \_\_\_\_\_ Term in \_\_\_\_\_ Tax \_\_\_\_\_  
Number Payment Months Amount

**TRADE IN DESCRIPTION**

Make \_\_\_\_\_ Year \_\_\_\_\_ V. I. N. \_\_\_\_\_ WV Title No. \_\_\_\_\_  
Cash Down or Rebate Amount \_\_\_\_\_ 6% of Cash Down or Rebate Amount (cap cost reduction) \_\_\_\_\_

**REGISTRATION PLATE TRANSFERRED FROM VEHICLE BELOW - SEND COPIES OF BOTH SIDES OF REGISTRATION CARD.**

Make \_\_\_\_\_ Weight \_\_\_\_\_ V. I. N. \_\_\_\_\_ Plate No. \_\_\_\_\_

**LIENS AND ENCUMBRANCES**

Name of Lien Holder \_\_\_\_\_ Amount \_\_\_\_\_  
Mailing \_\_\_\_\_ Kind of Lien  C/S/C  D/T  S/A Date \_\_\_\_\_  
Address Street City State Zip Code

**MOTOR VEHICLE INSURANCE POLICY INFORMATION - INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.**

*I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made herein are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.*

Effective date of insurance policy: From \_\_\_\_\_ To \_\_\_\_\_  
Name of Insurance Company \_\_\_\_\_  
Name of Insurance Agent \_\_\_\_\_  
Insurance Policy Number \_\_\_\_\_  
National Association Insurance Commissioners (NAIC) Number \_\_\_\_\_

**THIS TITLE APPLICATION MUST BE SIGNED BY THE OWNER**  
\_\_\_\_\_  
PRINT COMPANY NAME  
**(X)**  
\_\_\_\_\_  
OWNER'S SIGNATURE - POWER IF ATTORNEY DOCUMENTS MUST BE PROVIDED IF NOT SIGNED BY OWNER THEMSELVES.

**DEALER CERTIFICATION**

*I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made herein are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.*

This is to certify that the above described vehicle was acquired from \_\_\_\_\_ on  
MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_ and leased to the above-named lessor on MONTH \_\_\_\_\_  
DAY \_\_\_\_\_ YEAR \_\_\_\_\_. The undersigned dealer further certifies that the lease payment, term, and tax are true and correct and that the  
Federal Odometer Regulation has been satisfied. **FEDERAL ODOMETER REGULATIONS REQUIRE YOU STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP.**

I certify to the best of my knowledge that the odometer reading is \_\_\_\_\_ and reflects the actual mileage unless one of the following is checked:  
 1.) The mileage stated is in excess of its mechanical limits.  2.) The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY.**

Dealer Name \_\_\_\_\_ Dealer No. \_\_\_\_\_  
Dealer Address \_\_\_\_\_ Dealer Signature **(X)** \_\_\_\_\_

# Instructions

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**Complete this application in BLUE OR BLACK INK ONLY.**

**DO NOT SEND CASH. SEND CHECK OR MONEY ORDER payable to DIVISION OF MOTOR VEHICLES.**

**ANY check that is NOT HONORED for payment will result in a \$10.00 SERVICE CHARGE.**

## **PROCEDURES TO TITLE A LEASED MOTOR VEHICLE THAT IS NEW AND HAS NEVER BEEN TITLED**

- 1) DMV-1L - Completed by dealer
- 2) MSO certificate of origin - properly reassigned by dealer
- 3) Fees: \$15.00 Title, \$10.00 Lien (if applicable), \$51.50 plate fee for a CLASS A vehicle, and 6% tax on cap cost reduction.
- 4) Odometer Disclosure Statement - DMV-43
- 5) Copy of lease agreement
- 6) Power of Attorney for Dealership or Lessee
- 7) 6% tax on cap cost reduction minus allowable trade in.

## **OUT-OF-STATE TRANSFER OF A TITLE LEASED VEHICLE THAT HAS NO LIENS**

- 1) DMV-1L
- 2) Out-of-state title
- 3) Odometer Disclosure - DMV-43
- 4) Fees: \$15.00 title fee, \$51.50 plate fee for a CLASS A vehicle, and 6% tax on cap cost reduction.
- 5) Copy of Lease agreement
- 6) Power of Attorney to allow lessee to sign for lessor

## **OUT-OF-STATE TRANSFER OF A TITLED LEASED VEHICLE WITH A LIEN**

- 1) DMV-1L
- 2) A copy of the title
- 3) Odometer Disclosure - DMV-43
- 4) Fees: \$15.00 title fee, \$10.00 lien fee, \$51.50 plate fee for a CLASS A vehicle, and 6% tax on cap cost reduction.
- 5) Power of Attorney
- 6) Copy of lease agreement

## **TRANSFER OF OWNERSHIP OF A VEHICLE ALREADY TITLED IN WEST VIRGINIA TO A LEASING COMPANY**

- 1) DMV-1L
- 2) West Virginia title, properly reassigned
- 3) Copy of lease agreement
- 4) Fees: \$15.00 title fee, \$10.00 lien (if applicable), \$51.50 plate fee for a CLASS A vehicle, and 6% tax on cap cost reduction.
- 5) Odometer disclosure - DMV-43
- 6) Power of attorney (if applicable)

# Checklist

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- Is the application completed, including signatures?
- If you are transferring a license plate did you collect the \$5.50 fee, verify that the plates are valid, and check to be sure they are registered in the same name as the applicant?
- Did you enclose a check or money order payable to DMV for the total fees and payment due?
- Do you have all of the required documents as outlined above?

**MAIL REQUIRED DOCUMENTS, FORMS, AND  
CHECK OR MONEY ORDER TO:**

**Division of Motor Vehicles**

**5707 MacCorkle Ave, SE**

**PO Box 17710**

**Charleston, WV 25317**

**QUESTIONS? CALL: 304-558-3900  
OR TOLL-FREE IN-STATE AT 1-800-642-9066**