

Sales Contract Transactions

For a lienholder to secure a *Certificate of Title* for a repossessed vehicle/trailer/boat sold under the terms of a conditional sales contract, they must submit an *Application for Certificate of Title (DMV-1-TR)* and the most recent *Certificate of Title* that was issued in the name(s) of the registered owner(s) with this completed affidavit.

When a new *Certificate of Title* is produced for a sales contract transaction, the name of the lienholder will appear as the owner of the vehicle/trailer/boat.

Chattel Mortgages, Deeds of Trust, and Security Agreements

To secure a *Certificate of Title* for a repossessed vehicle/trailer/boat sold under the terms of a chattel mortgage, deed of trust, or security agreement, the purchaser(s) must submit an *Application for Certificate of Title (DMV-1-TR)* and the most recent *Certificate of Title* that was issued in the name(s) of the registered owner(s) with this completed affidavit.

When a new *Certificate of Title* is produced under the terms of the agreement of a chattel mortgage, deed of trust, or security agreement, the name of the purchaser(s) will appear as the owner(s) of the vehicle/trailer/boat.

When There is No Certificate of Title in the Lienholder's Possession

Complete details as to the disposition of the *Certificate of Title* must be submitted with this affidavit in the form of a letter. The letter must state that they do not have the *Certificate of Title* and whether the lienholder did not receive one from the DMV or that it was received and they longer have it. This affidavit must show a complete description of the vehicle being repossessed including the manufacturer, year, model, and VIN/Serial/Hull number of the vehicle/trailer/boat and must be signed by the lienholder and certified by a Notary Public.

In addition to this affidavit, the lienholder must submit an *Application for Certificate of Title (DMV-1-TR)*, a *Verification of Vehicle Identification Number (DMV-1B)*, an *Odometer Certification (DMV-TM-1)* if the vehicle is less than ten (10) years old, a copy of the original loan contract, and the letter specifically stating that the *Certificate of Title* is not in the lienholder's possession and why.

Non-West Virginia Titles (MUST BE EITHER A WV TITLE OR A WV LIENHOLDER)

To secure a repossessed *Certificate of Title* for a vehicle/trailer/boat titled in another state, the application must be accompanied by the most recent *Certificate of Title* and a copy of the loan agreement or UCC filing. If the repossessed property is a vehicle that is less than ten (10) years old, an *Odometer Certification (DMV-TM-1)* must also be submitted. If the vehicle/trailer/boat is recorded in a non-titling state a *Certificate of Registration* from the former owner must accompany the *Application for Certificate of Title (DMV-1-TR)* along with this completed affidavit. Verification by the state of registration and a copy of the loan agreement is also acceptable.