k/\vis

This guide demonstrates how a Leased Vehicle will display, and how to add, remove or modify lessee(s) on a title or during New Title Application flow.

Leased Vehicle from Customer Account Page

Lessor Customer Account Page

- 1. Search for a Customer who has vehicles leased out to other Customers.
- 2. On the Customer Account page, for the vehicles that have lessee(s) on them would have an extra indicator 'A' to indicate the presence of Lessee(s).
- 3. The Vehicle tile would be in 'Yellow' color.

			MA	Denotes presence of Lessee(s)
2004 BUIC LESABR			A8H502	
Title #: 213220010054		In God	We Trust	
Active - Title Issued		R	eg: Active	
	Manage -	Title -	View	

Lessee Customer Account Page

- 1. Search for a Customer who has leased a vehicle from another Customer.
- 2. On the Customer Account page, for the vehicle tile leased from a Leasing Company would have an indicator 'A; to indicate the presence of Lessee(s).
- 3. The Vehicle tile would be in 'Yellow' color.

)	MA	Denotes presence of Lessee
2004 BUIC LESABR Title #: 213220010054 Active - Title Issued		In God Re	A8H502 We Trust eg: Active	
	Manage -	Title -	View	



Leased Vehicle from Vehicle Summary Page

- 1. Search for a Vehicle which has lessee(s). On the Vehicle Summary Page, there will be a new subsection 'Alternate Registrant' near to the section 'Chain of Ownership'.
- 2. On the 'Alternate Registrant' subsection, KAVIS will display the lessee(s) associated with Vehicle.

			😂 2004 BU	JIC LESABR					
Previous			Viewing 5 o	f 5 Titles		Next			
• Owner(s)	Owner(s) Chain of Ownership Alternate Registrant								
Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date			

3. On the 'Alternate Registrant' page, we can edit the lessee's information using 'Edit' button.

	2004 BUIC LESABR		
Previous	Viewing 5 of 5 Titles		Next
Owner(s) Chain of Ownership	✓ Alternate Registrant		Reversal -
Customer Name	Physical Address	County of Residence	
			C Edit

Adding Lessee(s) on an existing Title

- 1. Choose manage action 'Print Only' for the Title and choose 'Add Lessee' in the 'Lessee(s)' section.
- 2. Search for the customer to be added as lessee from the Customer search overlay.

> Owner(s)		
Lessee(s)		
Add Lessee		
❤ Title	✓ Registration	
Title Status: Application	Registration Status: Active	Last Registration Date: 12/16/2023
Title Number: 233330015001	Registration Action: Print Only	*
Title Type: Original	Add Duplicate: No Decal No Fee	
** • • • • •	Insurance Status: Uninsured	
Questio	ns? <u>kavis@ky.gov</u> or (502) 782-1018	2



Removing or Modifying Lessee(s) on a Title

- 1. Search for a vehicle having a lessee. Choose manage option 'Other' and registration action as 'Print Only'.
- 2. In 'Lessee(s) section,
 - a. Select 'Remove' button if a lessee needs to be removed from the title.
 - b. Select 'Remove' button to remove lessee and then select 'Add Lessee' to add new lessee(s) for the vehicle.

Customer ID	Customer Name	Birth Date		Physical Address		Alerts	M Dam
dd Lessee	[Select to add	a lessee		Select to	o remove a	lessee
Title		~ ₽	egistration				
Title Status: Active - Title Is tle Number: 21322001005 Title Type: Transfer	sued \$		Registration Stat Registration Acti Add Duplica	tus: Active ion: Print Only	• •	Last Registrati	on Date: 03/06/2023 Print Only'
License Plate			Insurance Stat	tus: Uninsured			,
Plate Type: In God We Plate #: A8H502	Trust Plate Year: 10	,	Proof Ty Policy Ty S I atte prese that i POD	rpe: Alternate rpe: Military st that the customer here the proof of insurance thas been scanned int 0. •	as ce and to		

Adding Lessee(s) during New Title Application

1. During a New Title Application flow, on Bubble 4 – Buyer Information page select 'Add Lessee' button to add lessee(s) for the title.

Primary Secondary Designated Owner Customer ID Customer Name Birth Date Delinquency	Physical Address Alerts
None 2	# Remove



Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts	
~							at Remove	
Lessee In	formation							
Custon	ner ID	Customer Name	Birth Date	Delinquency	Physical	Address Alerts		
				None			× Remove	
					N.			
Buyer Notary Date: 12/19/2023 *								
Add a Bu	iyer 🛛 Add Le	ssee						