

# **Rebuilt Title Actions**

Updated January 2024



#### KAVIS Rebuilt Overview:

- This manual assumes that you are familiar with standard KY Transfer and Dealer Assignment Title process flows in KAVIS.
- MVL Rebuilt processes applications for Rebuilt titles and issues a Rebuilt Approval letter and Authorization # to the Customer:



• When processing a Rebuilt application, MVL **pre-approves** the Title Action that will be available to you in KAVIS. If MVL has not issued an Approval letter, there will not be a Rebuilt Title Action

Title -

available to you from the

dropdown button as a Clerk in KAVIS.

 In KAVIS, unless there's a possible issue with NCIC or Extra Review by MVL has been flagged for some reason (like NMVTIS warnings), once MVL issues the Rebuilt Approval letter, the title application is pre-approved and will skip the Clerk 'For Approval Queue' and 'MVL Approval Queue' going directly into 'MVL Approved' Title Application status, much like a Duplicate title flow. • **Speed Title** for Rebuilt, therefore, becomes pointless even though recent KRS186A.170(1)(c) has specific language to replace 601 KAR 9:200, which specifically prohibited Speed Title for Rebuilt or Salvage titles. Rebuilt titles are sent to print in the same time period with or without the Speed Title option.

#### In-state Rebuilt Transfer:

- 1. Using the Rebuilt Approval letter from page 1 as a guide, start from the KAVIS Home Page.
- 2. Click 'Vehicle Search' and in the 'Search By' dropdown select the 'Authorization Number' option.

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Home Vehicle Search		
	Search By: Select One  Select One VIN Plate Number The Number HN Authorization Number (V Reset Q Bearch	
© Kentucky Transportation Cabli 200 Mero Street, Frankfort, KY 40	net 522	Suggestions / Questions? Contact the KAVIS Team

3. Enter the Authorization Number from the Rebuilt Approval letter and click

Q Search

4. KAVIS will bring up the title matching the Authorization # in the Vehicle Search:

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	Type Vehicle	Title #	KY / Plate # Lien #	Title Status	⊘ Cancel Owner	C Reset Q Search Go To	
	1991 MERC COUGAR VIN: 1MEPM60T0MH609790 - 999	003410440012		Active - Title Issued	2806564 SIDEBOTTOM, JIM 970 J M Kelly Rd, GREENSBURG,, KY 42743	Vehicle Customer	
© Kentucky Transportation 200 Mero Street, Frankfort,	i Cabinet KY 40622						Suggestions / Questions?

Click Vehicle button to navigate to the Vehicle Summary page for the Salvage title that's being converted to a Rebuilt title.

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	Previous		Viewing 4 o	f 4 Titles		Next		
	V Owner(s) Chain of Ownership					Reversal +		
	Customer ID Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date		
	002806564	SIDEBOTTOM, JIM (P) \$	<u>xxx-xx-3246</u>	970 J M Kelly Rd, GREENSBURG,, KY 4274	13-8934 GREEN			
	❤ Title			✓ Registration Information				
	Status: Active - Title Issued		Title -	Status: Title Only		Manage -		
	Type: Salvage Title #: 003410440012 Prior Title #: 930121090085 Us	State Fee: \$4.00 Clerk Fee: \$2.00 Usage Tax: \$0.00 age Tax Description:		Type: Ad Valorem Reg. Date: 12/06/2000 Exp. Date: Reg. Exemption: Remarks: C	County: GREEN Plate Type: Plate #: Plate Action: Gross Weight:			
	Y Purchase Information			Comments:				
	Date of Purchase: Trade-in Amount: \$0.00	Purchase Price: \$0.00 Usage Tax Credit: \$0.00		State Vehicle Registration Fee KYTC Vehicle Registration Fee Clerk Vehicle Registration Fee	: \$0.00 : \$0.00 : \$0.00			
	Ad Valorem Information     Click the chevron (≯) above to expand the	s section.						
	✓ Lien Information							

6. We see that the current Owner, who will be the Seller during the Rebuilt Transfer, has an Ad Valorem delinquency on the vehicle. This delinquency can be added to the upcoming Rebuilt Title Transfer transaction or paid prior to the Rebuilt Transfer in a standalone Ad Valorem payment. For this example, we will pay the delinquency as part of the Rebuilt Transfer.



- 7. Click the dropdown, then the Rebuilt option. You see that the 'Rebuilt Transfer' Title Action is available.
  - a. In a situation where the available Rebuilt Title Action doesn't match what the Customer intends, MVL Rebuilt will need to edit the Rebuilt Authorization in KAVIS so that the correct Title Action is available to you. Follow your normal procedure for contacting MVL Rebuilt with issues.
  - b. Be ESPECIALLY AWARE of potential issues of this when titling Rebuilt Authorizations processed in AVIS but being titled in KAVIS.
- 8. Click the 'Rebuilt Transfer' Title Action to enter the Rebuilt NTA Wizard:

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	V Owner(s) Chain of Ownership							Reversal +	Î
	Customer ID Driver License	Customer Name	SSN/FEIN		Address		County of Residence	Begin Tax Exempt Date	
	002806564 S	IDEBOTTOM, JIM 🕑 \$	<u>xxx-xx-3246</u>	970 J M Kelly Rd, GR	EENSBURG,, KY 4	12743-8934	GREEN		
	♥ Title			✓ Registration Infor	mation				
	Status: Active - Title Issued		Title -	Status: Title Only				Manage -	
	Type:         Salvage           Title #:         003410440012           Prior Title #:         930121090085           Usage	State Fee:     \$4.00       Clerk Fee:     \$2.00       Usage Tax:     \$0.00       Tax Description:	Kentuck     Kentuck     Control     Contro     Control     Control     Control     Control     Control     Co	y Transfer kssignment e Application le	d Valorem 2/06/2000	County Plate Type Plate # Plate Action Gross Weight	GREEN		
	Y Purchase Information		Update -     Keposse	- Vehicle Type Correction ession ***					
	Date of Purchase: Trade-in Amount: \$0.00	Purchase Price: \$0.00 Usage Tax Credit: \$0.00	<ul> <li>Salvage</li> <li>Classic</li> <li>Rebuilt</li> <li>Rebuilt - Upda</li> </ul>	  ite	le Registration le Registration le Registration	Fee: \$0.00 Fee: \$0.00 Fee: \$0.00			
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	Click the chevron (>) above to expand this se	ction.							
	♥ Vehicle Information								
	VII Vehicle Tur	IMEPM60T0MH609790     Passenger Auto			Color:	WHI - White			
	Styl	: Sedan (2 door)			Motor Type:				
	Yea	r: 1991			Cylinders:	08			
	Mak	MERC			Odometer:	116000			
	Model :	I: COUGAR			Brand:	Salvage			
	VIN Sequence	: 999							*

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> Home Title	-		
	2		
	Title Information Vehicle Information	Seller Information Buyer Information Lien Information Registration Additional Information Finalize	
		Total Due: \$9.00 Place On Hold Continue >	
	Delinquent taxes are owed on this vehicle. Click	tere to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$24.21 to	
	complete this transaction.		
	Passenger Auto Details		
	VIN	1MEPM60T0MH609790) *	
	Vehicle Type: Style:	Passenger Auto Motor Type: Select One v *	
	Year	1991 * Prior Odometer: (#spano) *	
	Make	MERC * Not Actual Exceeds Limit	
	Model	COUGAR * Odometer: 116000 *	
	Model #:	Not Actual Exceeds Limit	
	Color:	WHI - White x v * Prior Brand: Hail Damaged Water Damaged	
	2nd Color:	Select One	
		Brand: Hall Damaged Water Damaged	
	Cancel Title Application	Continue 3	
	Cancer nue Application	Consue 2	
© Kentucky Transportation C 200 Mero Street, Frankfort, KY	abinet / 40622		Suggestions / Questions? Contact the KAVIS Team

1) You are navigated into Bubble 2 of the NTA Wizard and notified that there are delinquent taxes owed on this vehicle. Click the blue 'here' hyperlink in the red delinquency message:

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	All Delinquent	axes must be paid now or with	the Title Transaction. Pay wit	th Application will display all ta	es under the Primary Buye	er.Choose Pay Now to	create a separate receipt for th	he Seller.			
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	Title Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize			
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	Cust # 2806 Cust # 2806 970 J M Kelly GREENSBUI	M, JIM 164 Rd CG., KY 42743-8934 All Items ( 1 of 1 ) 991 MERC COUGAR	Title #: 003410440012	Plate #: Day	Past Due: <b>1301</b> Delingu	ent Date:	Amount:				
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2) Click Pay With Application

to add the delinquency to the shopping cart with the Rebuilt

Transfer.

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			Total Due: \$33.22	2		Place On Hold	Continue >		
	Delinquent Taxes \$24.22 owed and paying	with application.							
	Passenger Auto Details								
	VI	* (1MEPM60T0MH609790) *							
	Vehicle Typ	Passenger Auto		Mo	otor Type: Se	lect One	* *		
	Styl	2D - Sedan (2 door)	x = *	c	cylinders: 08	*			
	Yea	* 1991 *		Prior O	dometer: 116	*			
	Mak	* MERC *		0	dometer:	Not Actual Exceeds Limit			
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3) A green confirmation message is displayed to confirm the delinquencies are being added to the transaction.

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- 4) Enter the remaining required Vehicle fields and click
- 5) Enter the Seller Notary Date and Continue to

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			Total Due: \$	33.22		Place On Hold	Continue >	
	Seller Information							
	SIDEBOTTOM, JIM							
	Seller Name: SIDE	BOTTOM, JIM						
	Customer ID: 0028 Email:	06564						
	Phone: Address: 970 GRE	J M Kelly Rd ENSBURG,, KY 42743-8934						
	Seller Notary Date:	12/13/2023						
	⊗ Cancel Title Application						Continue 🗲	
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6) NTA Bubble 4 – Buyer Information

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	Primary Secondary	Designated Owner Cu	Istomer ID Custor 14439947 JOHN BRIDG	ner Name Birth Dat GES CLAYTON 05/14/196	B Delinquency	Physical A 107 WATSON CT., FRANKF	ddress #	Alerts			
	Buyer Notary Date:	*									
	Key. ✓ = The first two Buyers	listed on the Title Application	will be printed on the title.								
	S Cancel Title Application							Continue >			
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- CONFIRM THE BUYER'S CUSTOMER ACCOUNT # IS THE INTENDED CUSTOMER
  - Especially in the early stages of KAVIS where there may be many duplicate Customer Accounts imported from AVIS.
  - Contact MVL Rebuilt to resolve incorrect Customer Account issues.
- Confirm the Buyer has a Birth Date listed and ensure Delinquencies aren't being flagged.
  - Click the Customer ID number to edit the Buyer's Customer Account if necessary to complete checkout.
- Confirm that there are no RED FLAGS in the 'Alerts' section. If so click the Customer Account # to resolve issues.
- 7) Enter a Buyer Notary Date and Continue.
- 8) Add a lien if required. See training on LIENS for more information.
- 9) Add a Registration if required. See training on adding REGISTRATION for more information.
  - a) Rebuilt Dealer Assignment titles cannot have registrations
- 10) Continue the NTA Wizard through Checkout

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	500 Mini 5555.22 Total: \$333.22	
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## In-state 'Rebuilt – Update':

• If the Seller and Buyer Customer Accounts have the same Customer # in the MVL Rebuilt Authorization, the 'Rebuilt – Update' Title Action will be available on Step 7 of this guide.

- Be especially aware that because we're moving from a Vehicle-centric system to a Customercentric system there are numerous 'duplicate' Customer Accounts that will be imported from AVIS to KAVIS. The potential for error is HIGH that when processing the Rebuilt Authorization, MVL could have inadvertently used a different Customer # for the Buyer than the # associated with the Seller (which KAVIS will interpret as a Rebuilt – Transfer) when the intention was for them to be the same (which enables Rebuilt – Update)
  - MVL Rebuilt can fix these errors by editing an existing Rebuilt Authorization and ensuring the same Customer #s are used, which enables the 'Rebuilt – Update' Title Action.

## In-state 'Rebuilt – Dealer Assignment':

- This Title Action will be used when MVL Rebuilt has selected a licensed Auto Dealer as the Buyer during the Rebuilt Authorization process
- The Clerk process will be the same as a 'Rebuilt Transfer' except the Title Action available to you in the Title dropdown will appear as 'Rebuilt Dealer Assignment'
- Rebuilt Dealer Assignment titles will be virtual titles like other Dealer Assignment titles and will not print on paper UNLESS an Unrebuildable brand once existed on the Salvage title.

## Out of State 'Rebuilt – Out of State Transfer':

- Salvage vehicles from Out of State that were not required to obtain a KY Salvage title before applying for KY Rebuilt Authorization # will use the Rebuilt Out of State process flows.
- The titling procedure for Out of State Rebuilt is different than In-state because we can't use the 'Vehicle Search' to pull up an existing vehicle like we could for an in-state Rebuilt process flow.



1. From the Home Page click the

tile to enter the NTA.

- 2. In the 'Title Action' dropdown, select the Rebuilt Title Action associated with the Rebuilt Authorization #.
  - a. In most cases this will be 'Rebuilt Out of State Transfer' as this Title Action will result in a printed paper title.
  - b. 'Rebuilt Out of State Dealer Assignment' is only available for use by licensed Dealership Customer Accounts and will result in a virtual title like other Dealer Assignment titles.
  - c. It's important to understand the difference between a licensed Dealership Customer Account and a standard Organization Customer Account. Often, they will share the same name, but their Customer Account #s will be different.
  - d. MVL Rebuilt pre-selects the Seller and Buyer Customer Account #s that will be eligible for titling when they process the Rebuilt Authorization paperwork. If this is wrong, contact MVL Rebuilt so that they can edit the Rebuilt Authorization to the desired Customer #

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- 3. Complete the rest of the fields on NTA Bubble 1, such as the:
  - a. Authorization #
  - b. Out of State Title #
  - c. Titling State

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					Total Due: \$9.	00			Continue 🗲		
		Title Action Mul Ve Titl Out of S Auth	ti-Transfer: No Yes itie Action: Rebuilt - Out of 5 hicle Type: Truck ting State: MN - Minnesola tate Title #: 000/WNBS-1 orkation #: 202305500010 lication	tate Transfer v *	Titie Only: ○ № 6	P Yes			Continue >		
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	Additional Information  Title applications with NMVTIS issues receive outra review by MVL. Select the Extra Review Button to add Comments and view details.  Speed Title: 102/42/023  Date of Purchase: 112/42/023  Purchase: 112/42/023  Total Usage Value: 35,000.00  Non-Highway Usic:   AMTdavic Required) Usage Tax Description: (xF - Antidavit of Total Consideration ***  * These comments will print on the PODD Recept.  Add Trade-In  Extra Review	
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© Kentucky Transportation Cabi 200 Mero Street, Frankfort, KY 40	net 622	Suggestions / Questions? Contact the KAVIS Team

5. NTA 7 – Here KAVIS is alerting you that the NMVTIS response contained warnings and the Rebuilt Title Application will automatically receive Extra Review by MVL.

6. Clicking the

Extra Review

button will display more detail:

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Kentucky Transportation Cat     200 Mero Street, Frankfort, KY 4	3inet 10622		Suggestions / Questions? Contact the KAVIS Team

- 7. In this case we see that a 'Change State of Title' is in progress in another state. MVL Helpdesk will need to investigate this to clear up the discrepancy before **approving** the title application.
- 8. Like all Title Action flows, MVL Extra Review prevents eligibility for Speed Title, however, as mentioned in the In-state Section, there's no practical reason to elect Speed Title for Rebuilt titles in KAVIS.

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	2. Vehicle Information								
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	Buyer 1 CLAYTON, JOHN BRIDGES								
		Master Record Check Complete							
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		and valorem checks complete							
		CLAYTON, JOHN BRIDGES is Designated Owner							
	5. Lien Information								
		Add Lien							
		I have not applied for a loan in connection with the vet	icle described herein, and if not, I will r	not apply for a loan within 30 days of this application.					
	6. Registration								
		I do not wish to register this vehicle. *			•				



Cash Payment Amount: § 309.00 Cecevet @Add Payment  Financial Receipt: Navigate To: Transaction Summary  Cancel © Financial	Cash Payment Amount: § 309.00  Cash Payment Change Due: \$0.00  Financial Receipt: Navigate To:
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