



## 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:

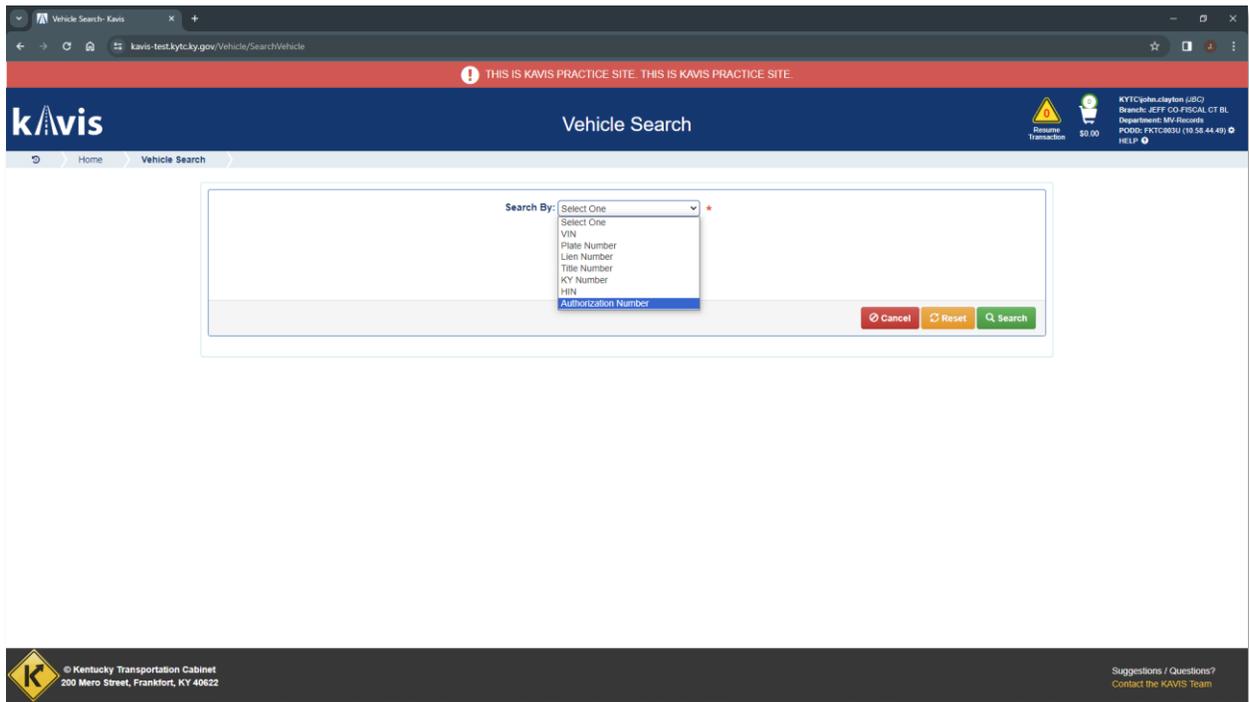
	
<b>COMMONWEALTH OF KENTUCKY</b> <b>TRANSPORTATION CABINET</b> Frankfort, Kentucky 40622 transportation.ky.gov	
<b>Andy Beshear</b> Governor	<b>Jim Gray</b> Secretary
December 23, 2023	
CLAYTON, JOHN B 107 WATSON CT. FRANKFORT KY 40601-2611	
Pursuant to Kentucky Revised Statute 186.115, this letter serves as authority to title, brand and register the vehicle listed below. Please submit this letter to your County Clerk.	
Authorization number:	202305600009 (JBC)
VIN:	1MEPM60T0MH609790
Year and Make:	1991 MERC
Odometer:	116000
Salvage Title and State:	003410440012
Salvage Title Owner:	SIDEBOTTOM, JIM
Applicant Name:	CLAYTON, JOHN B
Title Brands:	<input checked="" type="checkbox"/> Rebuilt <input type="checkbox"/> Water Damage <input type="checkbox"/> Hail Damage
Odometer Brands:	<input type="checkbox"/> Not Actual Mileage <input type="checkbox"/> Exceeds Mechanical Limits
Remarks:	

- 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 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:

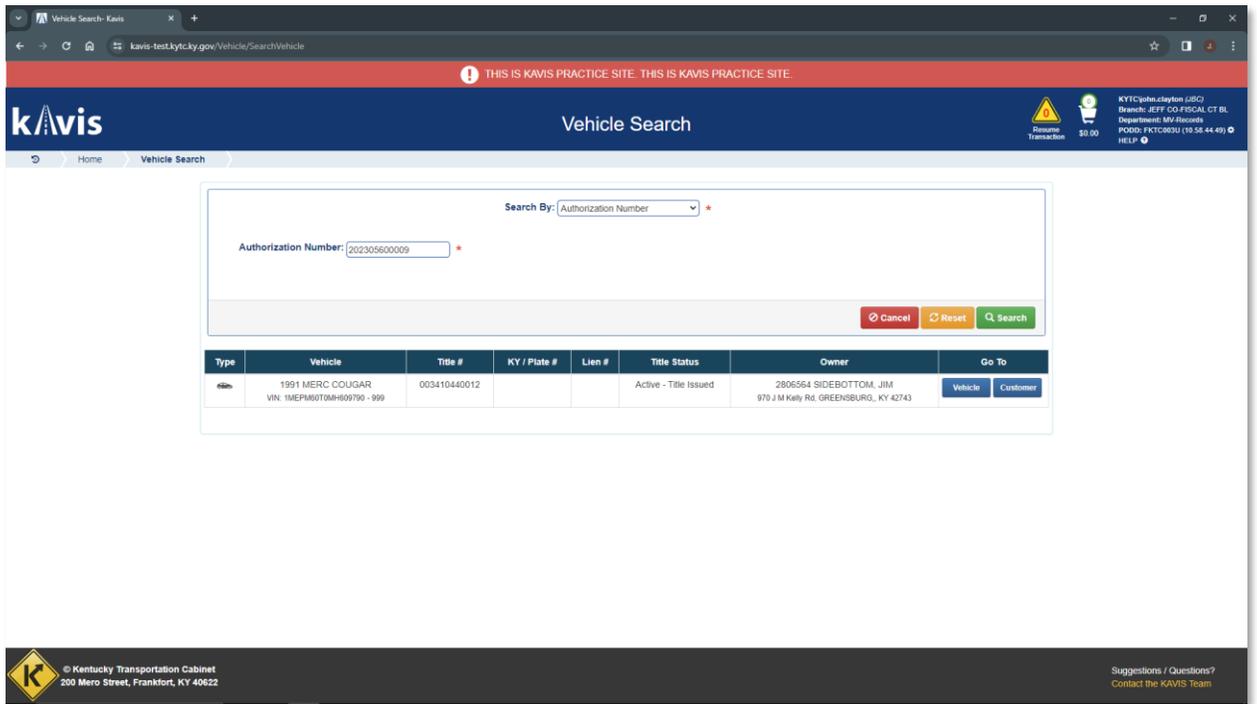
1. Using the Rebuilt Approval letter from page 1 as a guide, start from the KAVIS Home Page.
2. Click 'Vehicle Search' and in the 'Search By' dropdown select the 'Authorization Number' option.



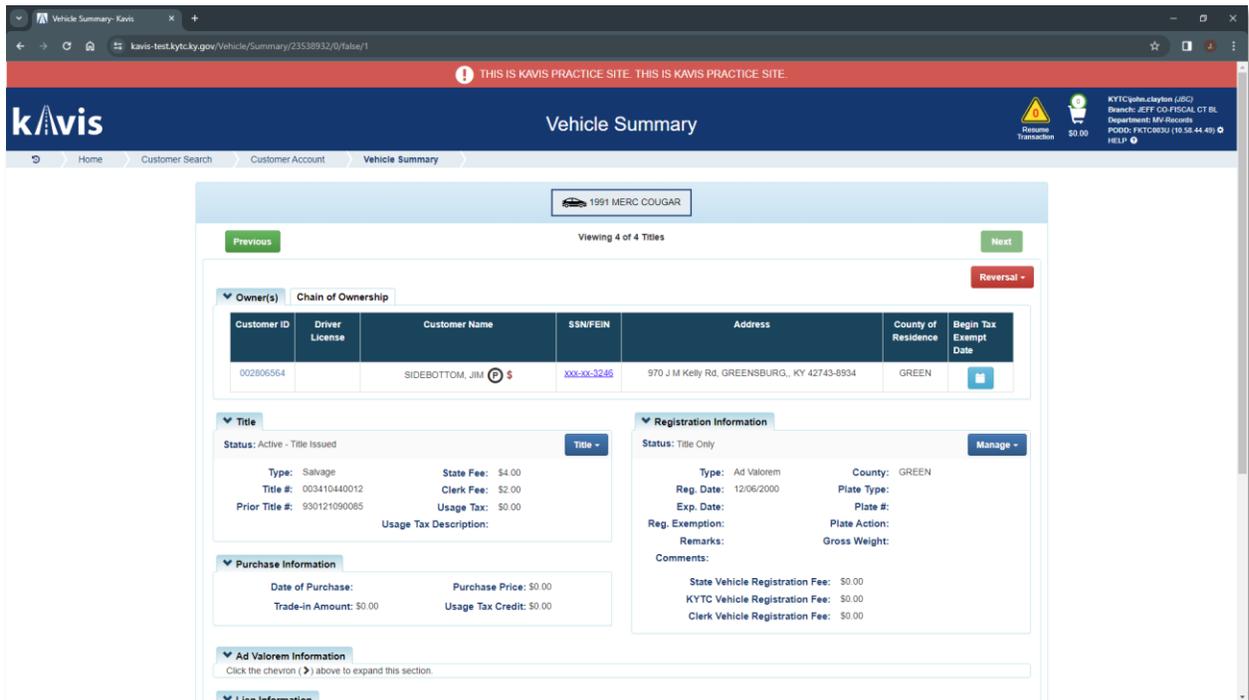
3. Enter the Authorization Number from the Rebuilt Approval letter and click



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



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



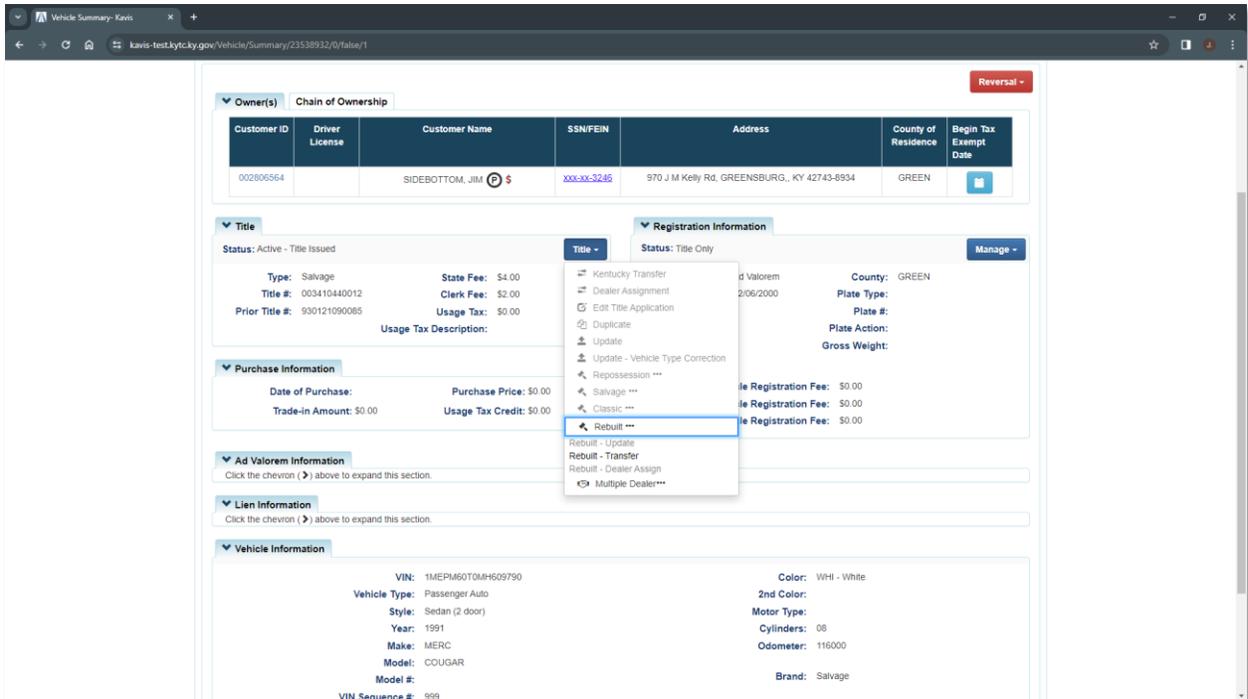
- We see that the current Owner, who will be the Seller during the Rebuilt Transfer, has an Ad Valorem delinquency on the vehicle. This delinquency can be added to the upcoming Rebuilt Title Transfer transaction or paid prior to the Rebuilt Transfer in a standalone Ad Valorem payment. For this example,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

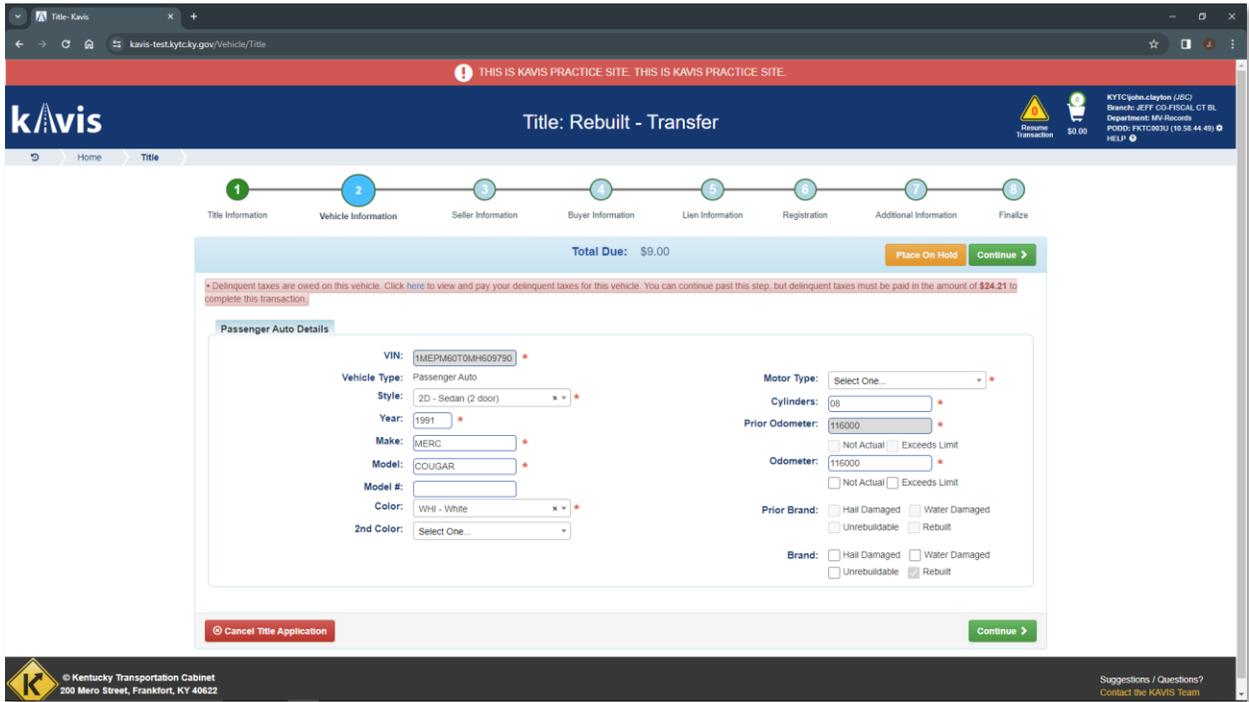
7. Click the **Title** dropdown, then the Rebuilt option. You see that the 'Rebuilt – Transfer' Title Action is available.

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.*

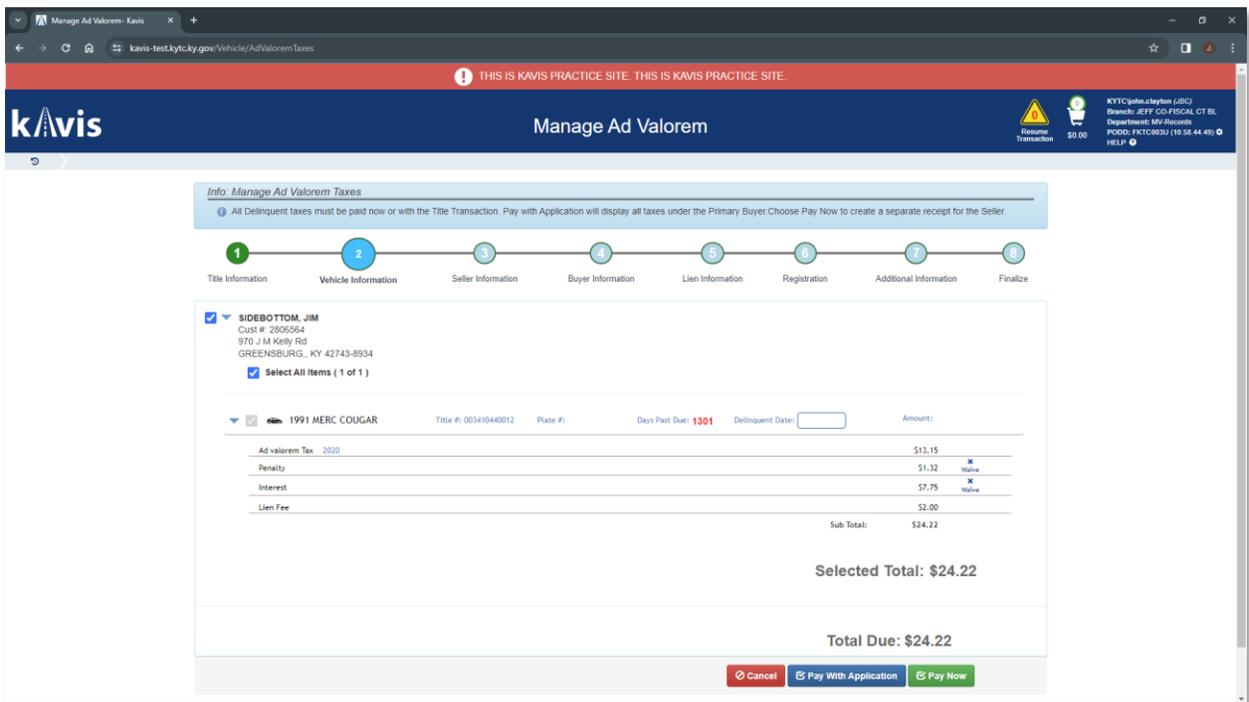
b. *Be ESPECIALLY AWARE of potential issues of this when titling Rebuilt Authorizations processed in AVIS but being titled in KAVIS.*

8. Click the 'Rebuilt – Transfer' Title Action to enter the Rebuilt NTA Wizard:

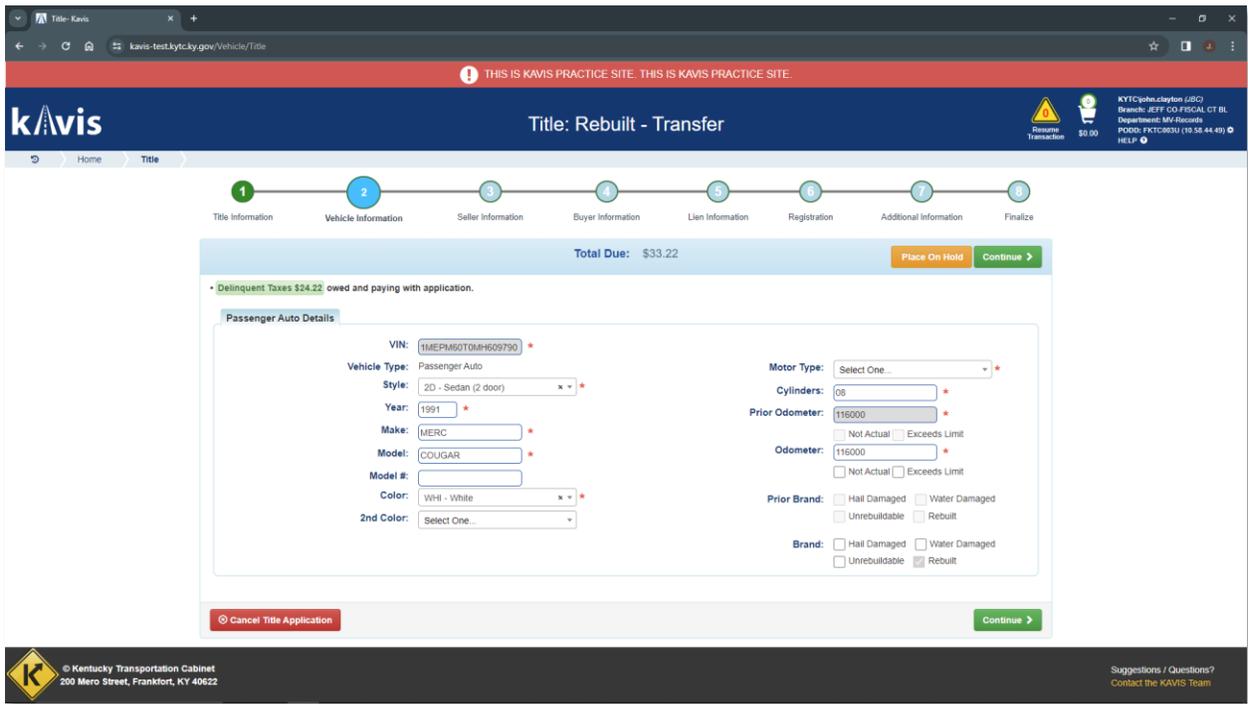




- 1) You are navigated into Bubble 2 of the NTA Wizard and notified that there are delinquent taxes owed on this vehicle. Click the blue 'here' hyperlink in the red delinquency message:



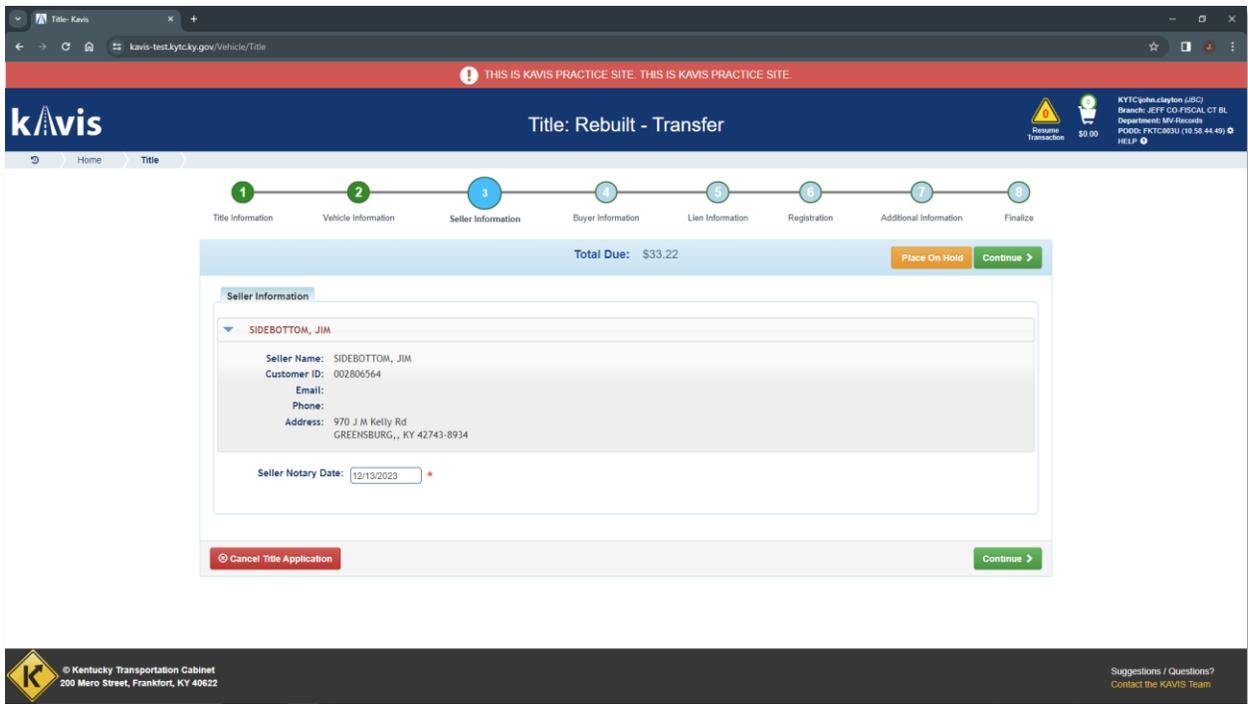
- 2) Click  to add the delinquency to the shopping cart with the Rebuilt Transfer.



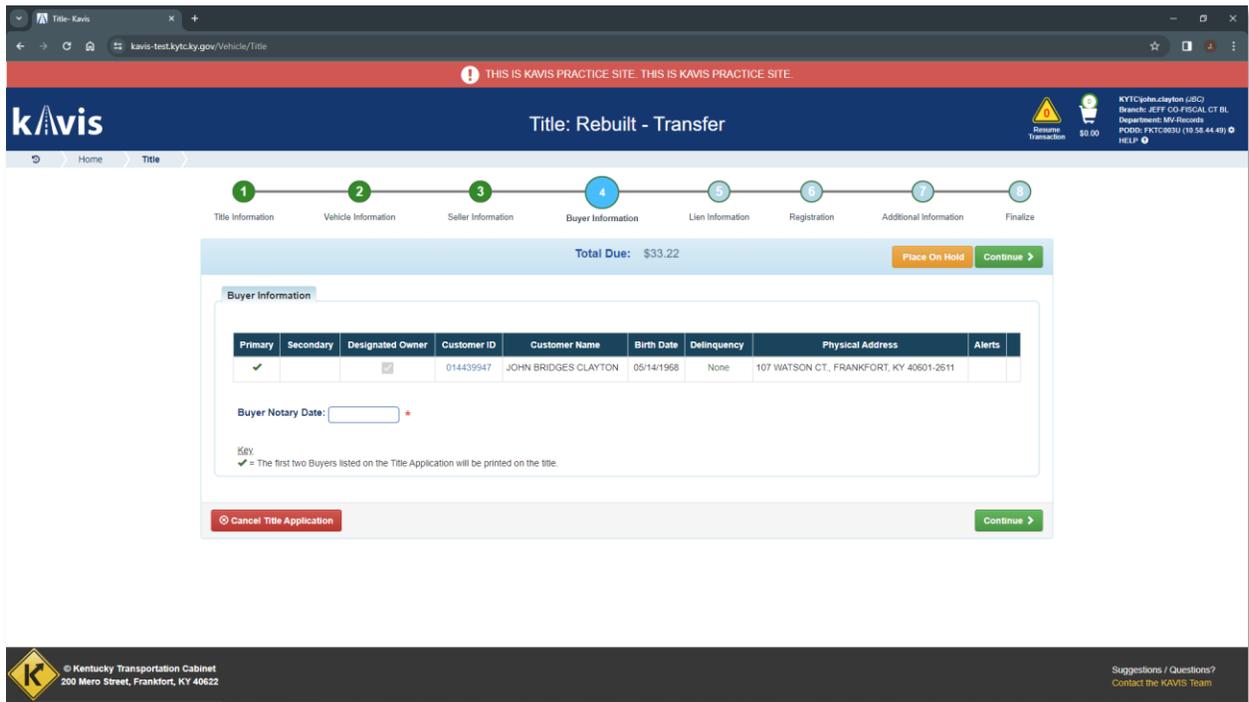
3) A green confirmation message is displayed to confirm the delinquencies are being added to the transaction.



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



6) NTA Bubble 4 – Buyer Information



- **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



- **Be especially aware** that because we're moving from a Vehicle-centric system to a Customer-centric 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':

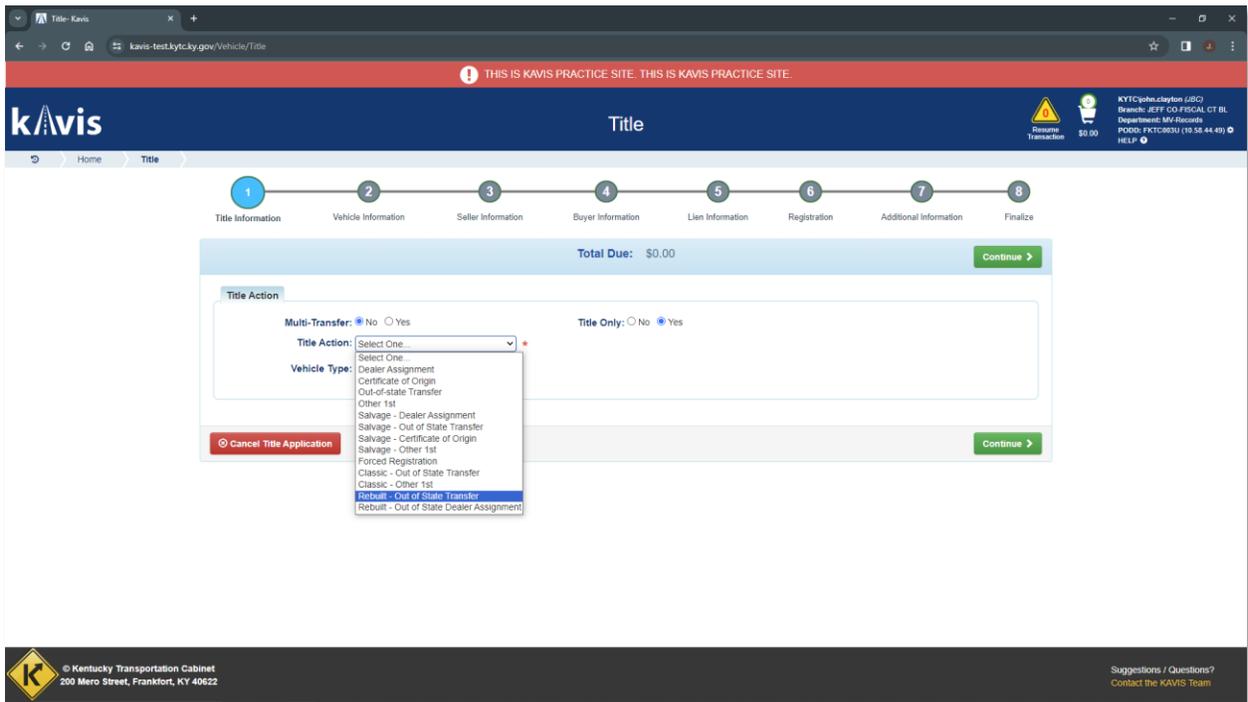
- This Title Action will be used when MVL Rebuilt has selected a licensed Auto Dealer as the Buyer during the Rebuilt Authorization process
- The Clerk process will be the same as a 'Rebuilt – Transfer' except the Title Action available to you in the Title dropdown will appear as 'Rebuilt – Dealer Assignment'
- 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':

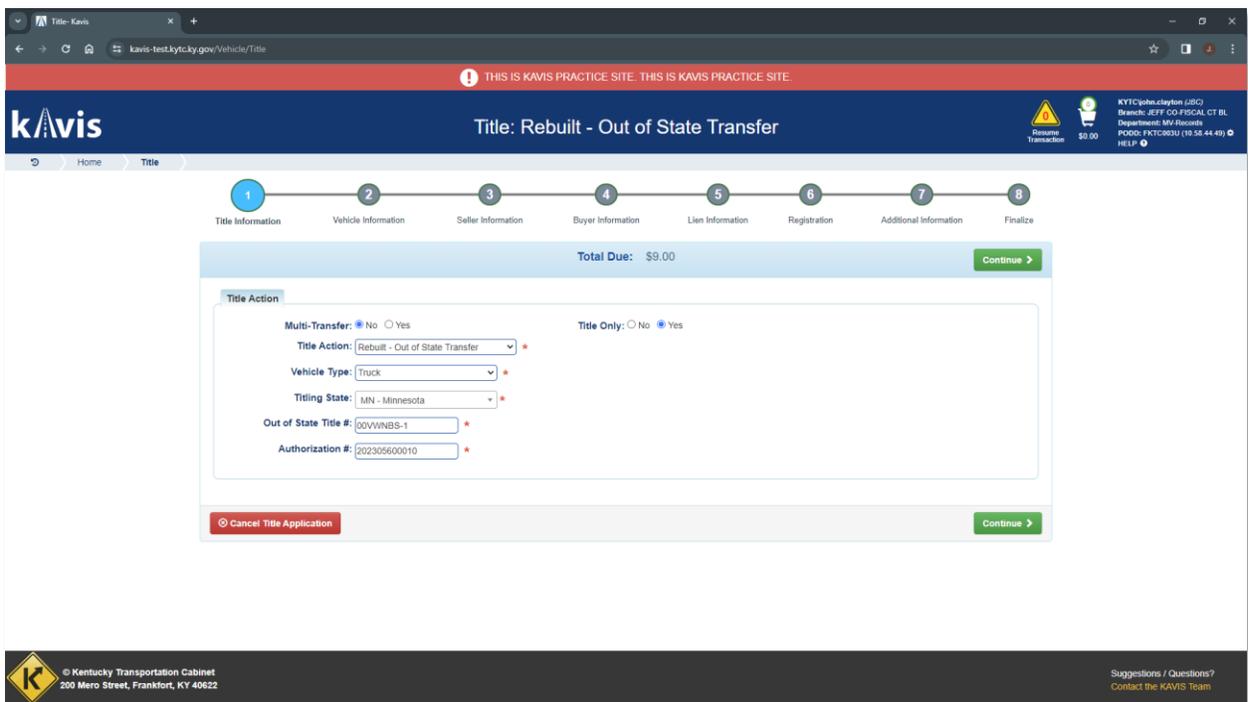
- Salvage vehicles from Out of State that were not required to obtain a KY Salvage title before applying for KY Rebuilt Authorization # will use the Rebuilt – Out of State process flows.
- The titling procedure for Out of State Rebuilt is different than In-state because we can't use the 'Vehicle Search' 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 #**



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



4. Click  to navigate to the next NTA Bubbles, like in any other Title Process:

THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

**kavis** Title: Rebuilt - Out of State Transfer

Home Title

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

▲ NMVTIS Check Complete ⓘ Total Due: \$9.00 Place On Hold Continue >

**Truck Details**

VIN: JT1KE50E581048963 \*

Vehicle Type: Truck

Style: UT - Sport Utility Vehicle \*

Year: 2008 \*

Make: TOYOTA \*

Model: SCION \*

Model #: XB

Color: BLK - Black \*

2nd Color: Select One...

Motor Type: IC - Standard Combustion \*

Cylinders: 4 \*

Prior Odometer: 1000 \*

Not Actual  Exceeds Limit

Odometer: 1000 \*

Not Actual  Exceeds Limit

Prior Brand:  Half Damaged  Water Damaged  
 Unrebuildable  Rebuilt

Brand:  Half Damaged  Water Damaged  
 Unrebuildable  Rebuilt

Cancel Title Application Continue >

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Suggestions / Questions?  
Contact the KAVIS Team

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**kavis** Title: Rebuilt - Out of State Transfer

Home Title

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

▲ NMVTIS Check Complete ⓘ Total Due: \$9.00 Place On Hold Continue >

**Seller Information**

EZ CARZ

Seller Name: EZ CARZ

Email:

Phone:

Address: 1 Street  
Tampa, FL 33629

Seller Notary Date: 12/20/2023 \*

Cancel Title Application Continue >

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Suggestions / Questions?  
Contact the KAVIS Team

THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

**kavis** Title: Rebuilt - Out of State Transfer

Resume Transaction \$0.00 KYTC/pohn.clayton (JBC) Branch: JEFF CO FISCAL CT BL Department: MV Records POID: FKTC083U (15.58.44.49) HELP

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

NMVTIS Check Complete Total Due: \$9.00 Place On Hold Continue

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	014439947	JOHN BRIDGES CLAYTON	05/14/1968	None	107 WATSON CT, FRANKFORT, KY 40601-2511	

Buyer Notary Date: 12/22/2023

Key  
 = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application Continue

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THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

**kavis** Title: Rebuilt - Out of State Transfer

Resume Transaction \$0.00 KYTC/pohn.clayton (JBC) Branch: JEFF CO FISCAL CT BL Department: MV Records POID: FKTC083U (15.58.44.49) HELP

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

NMVTIS Check Complete Total Due: \$9.00 Place On Hold Continue

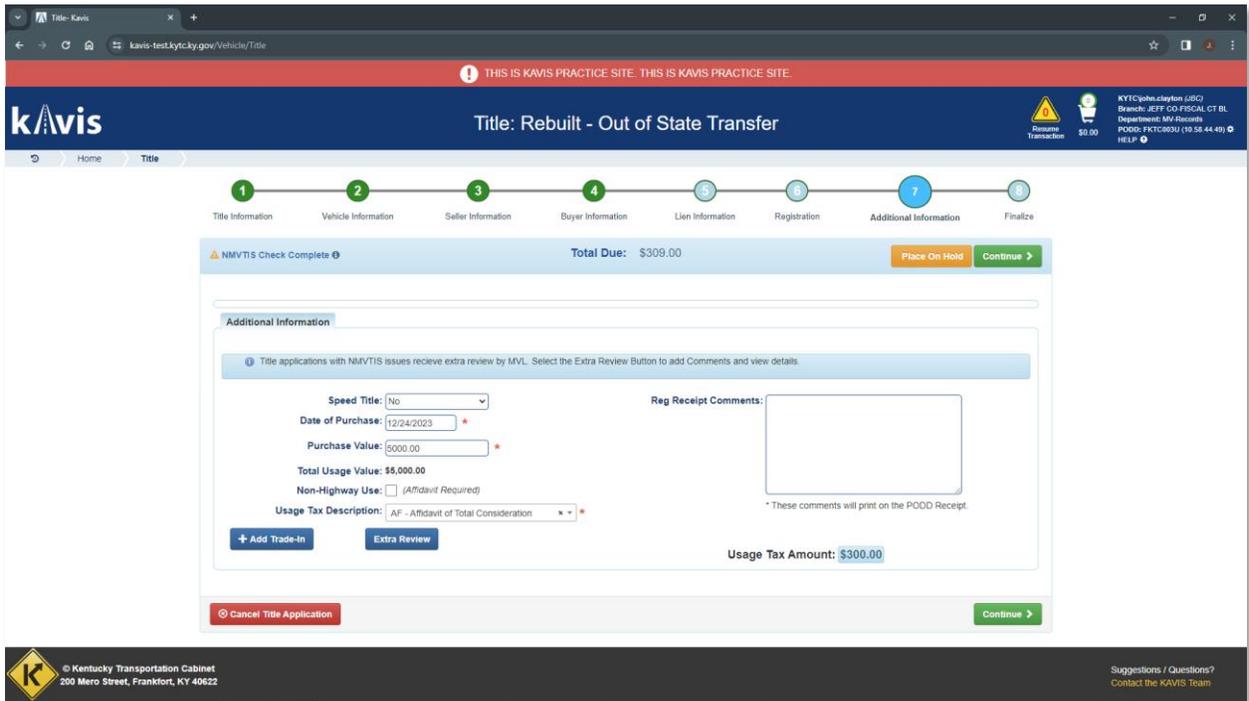
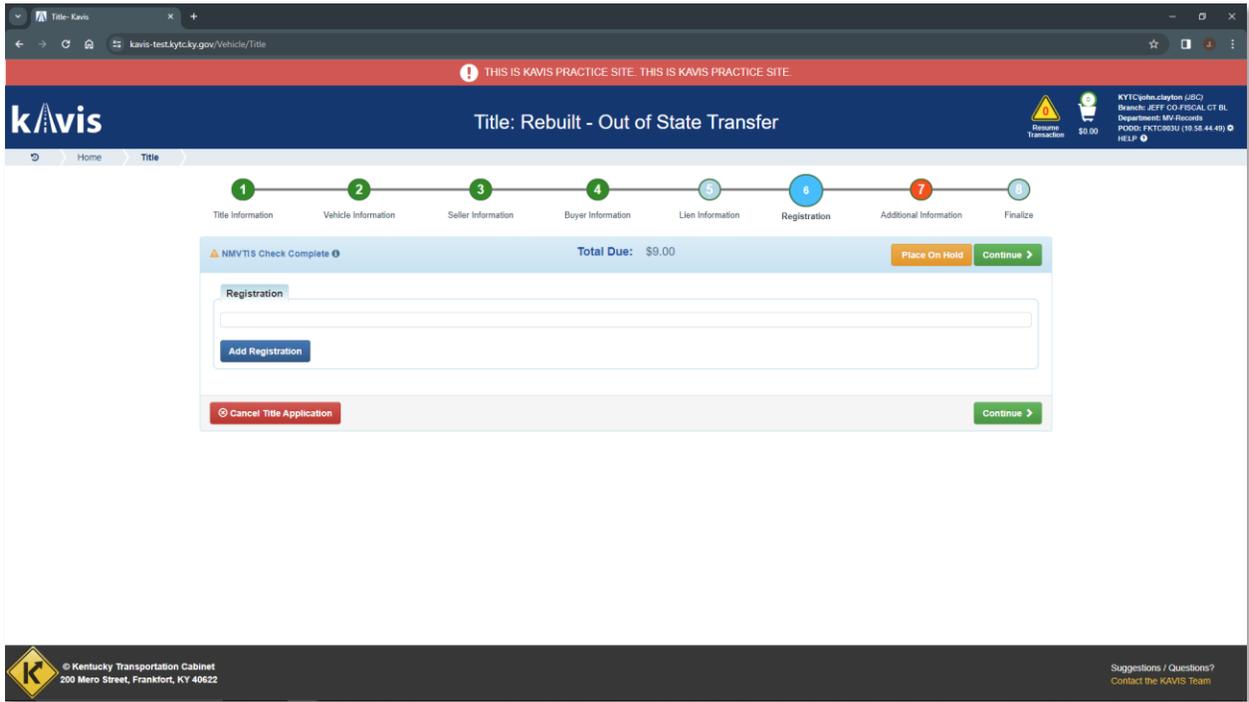
Lien Information

Primary Owner County of Residence: FRANKLIN

Add Lien

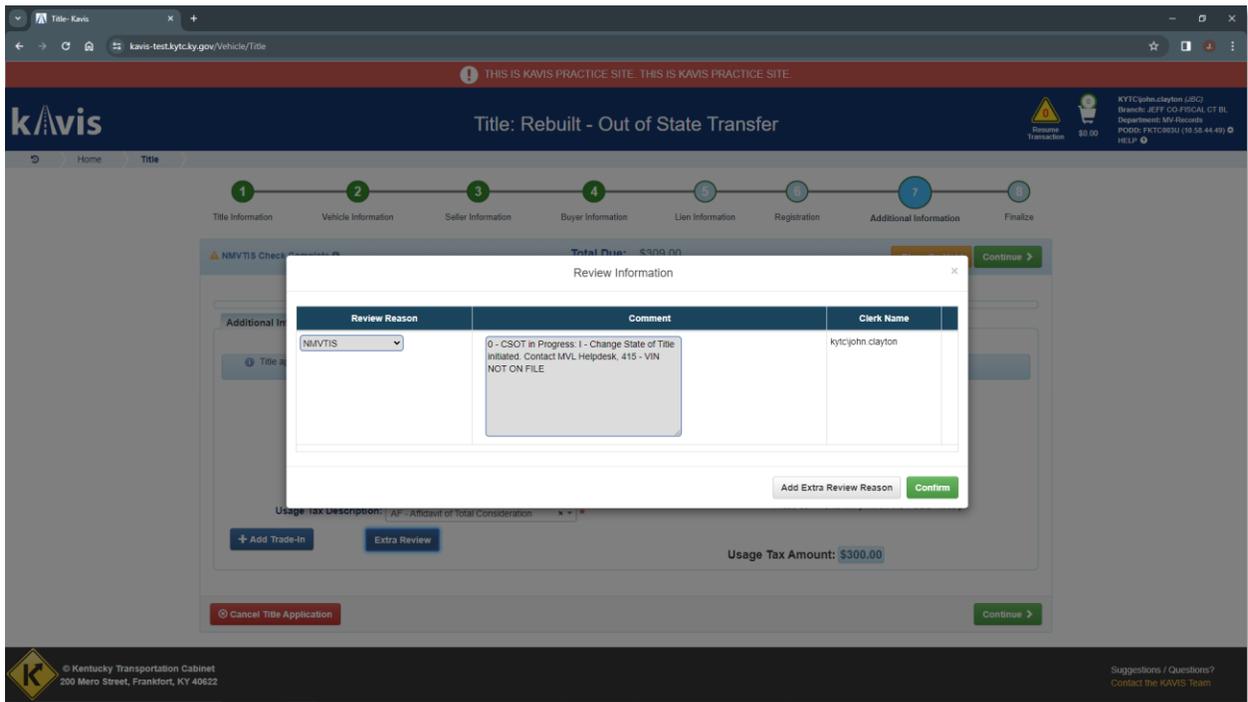
Cancel Title Application Continue

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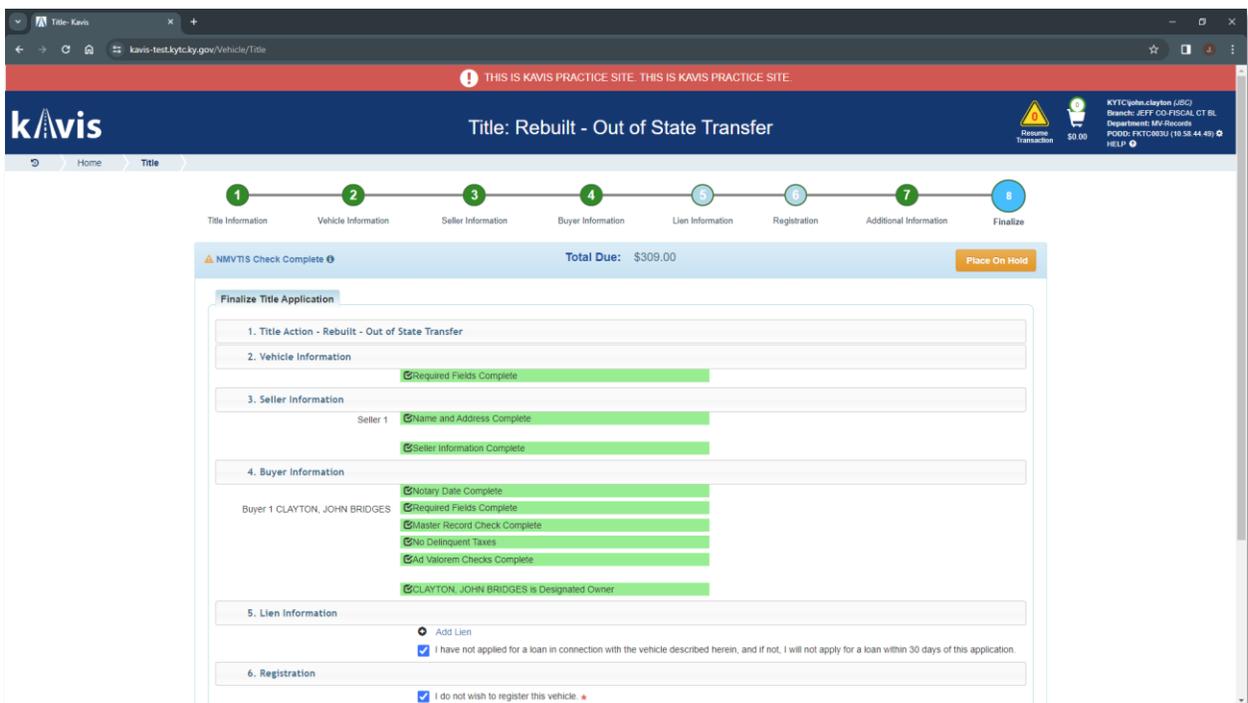


5. NTA 7 – Here KAVIS is alerting you that the NMVTIS response contained warnings and the Rebuilt Title Application will automatically receive Extra Review by MVL.

6. Clicking the **Extra Review** button will display more detail:



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.



Shopping Cart Summary - Kavis

kavis-test.kytc.ky.gov/Cart/Summary

THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

**kavis** Shopping Cart Summary

Resume Transaction \$309.00

KYTC\john.clayton (JBC)  
Branch: JEFF CO.FISCAL CT BL  
Department: MV Records  
POID: FKTC083U (15.58.44.49)  
HELP

Home Cart Summary

Void Miscellaneous Items  OFF Send Items

Current Department:

Collapse All / Expand All

Select All Items (0 of 1 Selected)

**CLAYTON, JOHN BRIDGES** + Add Miscellaneous Item  
Customer ID: 014439947  
(Items: 3)

Item	Description	Qty	Price	Amount	Edit	Delete
<b>KAVIS</b>	Trucks, 2008 TOYOTA SCION					
	Action Title (Rebuilt - Out of State Transfer)	1	300.00	\$300.00		
	Usage Tax	1	6.00	\$6.00		
	Clerk Title Fee	1	3.00	\$3.00		
	State Title Fee					
						<b>+</b> Add
Customer Total:				\$309.00		

**GUEST CUSTOMER**  
(Items: 0)

Item	Description	Qty	Price	Amount	Edit	Delete
	No Miscellaneous Items have been added					
						<b>+</b> Add
Sub Total:				\$309.00		
Total:				<b>\$309.00</b>		

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Suggestions / Questions?  
Contact the KAVIS Team

Checkout - Kavis

kavis-test.kytc.ky.gov/Cart/Checkout

THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

**kavis** Checkout

Resume Transaction \$309.00

KYTC\john.clayton (JBC)  
Branch: JEFF CO.FISCAL CT BL  
Department: MV Records  
POID: FKTC083U (15.58.44.49)  
HELP

Home Cart Summary Checkout

Cash Check Charge Card Web Advanced -

Cash Payment

Amount: \$

Total Amount Due: **\$309.00**  
Balance Due: **\$309.00**  
Change Due: **\$0.00**

Financial Receipt:

Navigate To:

E-Mail:

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Contact the KAVIS Team

Transaction Summary - Kavis

THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

Checkout Successful  
Information updated successfully.

Department: MV Records  
PODD: FKTC083U (15:56:44.49)  
HELP

## Transaction Summary

Home | Drawer Reconciliation | Transaction Summary

Transaction ID: 946845242      Transaction Date: 12/24/2023  
 Receipt Number: JBC231224105648      Date Paid: 12/24/2023

CLAYTON, JOHN BRIDGES  
 Customer ID: 014439947  
 (Items: 3)

Item	Description	Qty	Price	Amount
KAVIS	2008 TOYOTA SCION			
	Usage Tax	1	300.00	\$300.00
	Clerk Title Fee	1	6.00	\$6.00
	State Title Fee	1	3.00	\$3.00
Customer Total:				\$309.00
Sub Total:				\$309.00
Total:				\$309.00
Cash Payment:				\$309.00

Reprint / E-mail    Preview    Modify Receipt    Done

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 Contact the KAVIS Team