

## Title Action - Repossession – Lien Holder Transfer

This is how to process an application for vehicles that are being Repossessed and will go into the possession of a lienholder.

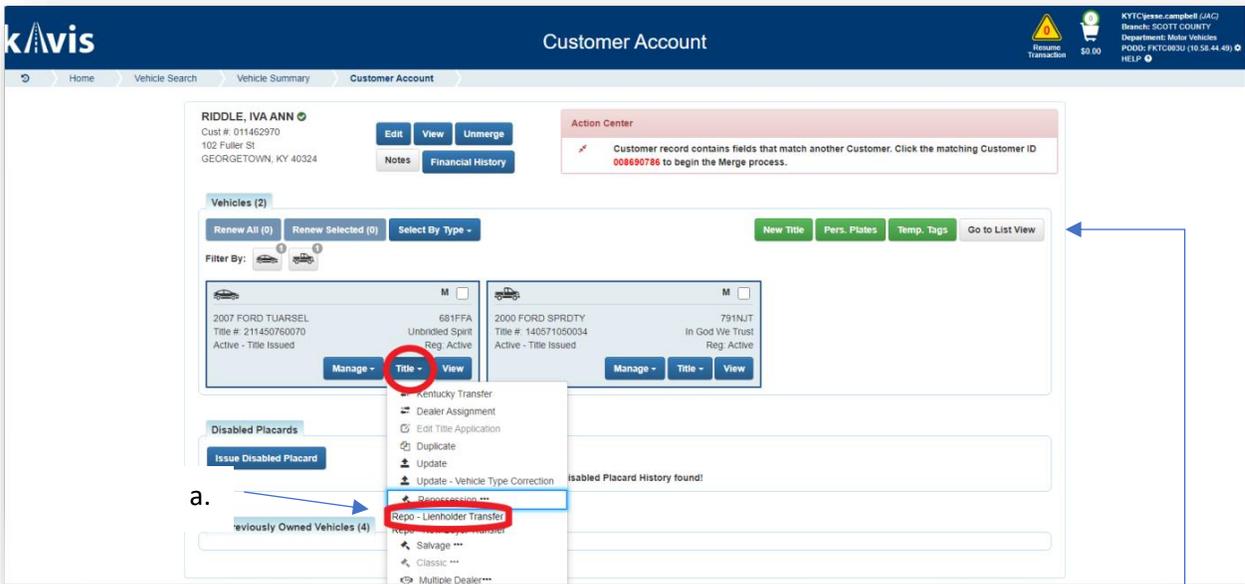
1. From the Vehicle Summary page, in the **Title** dropdown menu, choose 'Repossession'.
  - a. Then from the extended dropdown choose 'Repo – Lienholder Transfer'.

The screenshot shows the AVIS Vehicle Summary page for a 2007 Ford TuarSEL. The page is divided into several sections: Owner(s), Title, and Registration Information. The Title section is expanded, showing a dropdown menu with the following options: Kentucky Transfer, Dealer Assignment, Edit Title Application, Duplicate, Update, Update - Vehicle Type Correction, **Repo - Lienholder Transfer** (circled in red), Salvage, Classic, and Multiple Dealers. The Registration Information section shows the status as Active and includes fields for County, Plate Type, Plate #, Plate Action, and Gross Weight. The Purchase Information section shows the Date of Purchase, Trade-In Amount, Purchase Price, and Usage Tax Credit.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
016607971		UNDERWOOD, HUNTER	xxx-xx-0044	102 Fuller St, GEORGETOWN, KY 40324-2216	SCOTT	
011462970	U94624923	RIDDLE, IVA ANN	xxx-xx-6581	102 Fuller St, GEORGETOWN, KY 40324-2216	SCOTT	

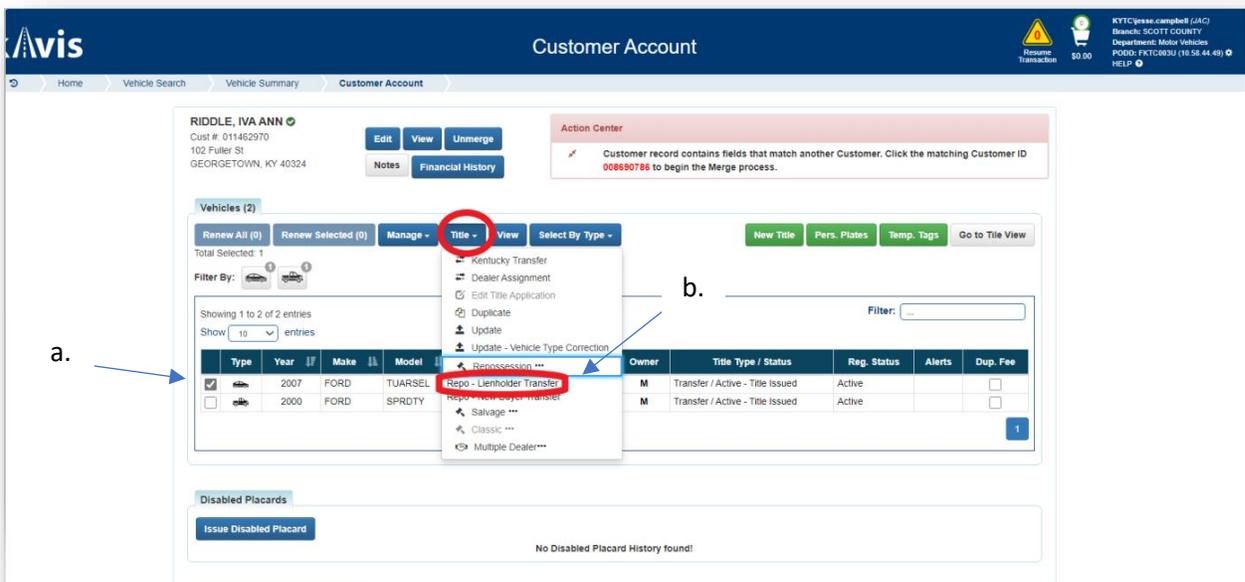
OR

2. From the Customer Account page, in the **Title** dropdown menu, choose 'Repossession'.
  - a. Then from the extended dropdown choose 'Repo – Lienholder Transfer'.



OR

3. From the Customer Account page, in the list view:
  - a. Select the checkbox next to the correct vehicle.
  - b. In the **Title** dropdown, menu choose 'Repossession', then from the extended dropdown choose 'Repo – Lienholder Transfer'.



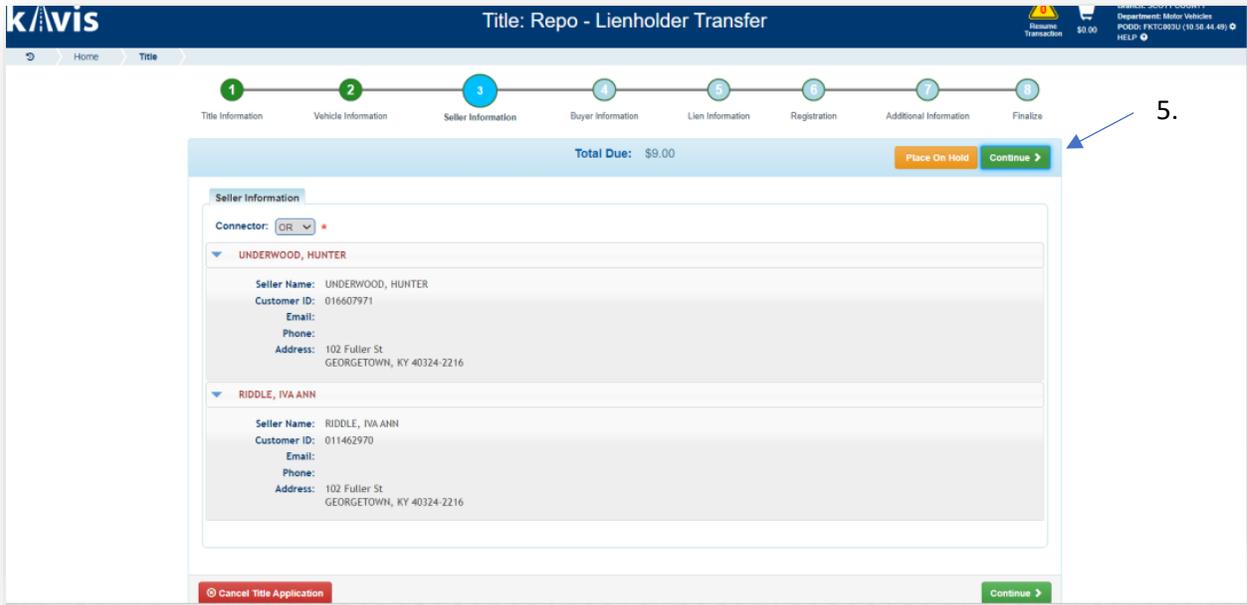
4. Review the vehicle details and click either of the **Continue >** buttons.
  - a. Placing the title application on hold will save the application to the Seller's Customer Account page for 60 days.
  - b. Any fees added to the application will be added to the Total Due.
  - c. **Cancel Title Application** Will at any point in the process will delete all progress in this application.

The screenshot displays the KAVIS application interface for 'Title: Repo - Lienholder Transfer'. The top navigation bar includes the KAVIS logo and the title. A progress bar shows eight steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Step 2 is highlighted. Below the progress bar, the 'Total Due' is \$9.00. The main form area is titled 'Passenger Auto Details' and contains the following fields:

- VIN: 1FAFP56U57A126720
- Vehicle Type: Passenger Auto
- Style: 4D - Sedan (4 door)
- Year: 2007
- Make: FORD
- Model #: TUARSEL
- Color: WHI - White
- 2nd Color: Select One...
- Motor Type: IC - Standard Combustion
- Cylinders: 06
- Odometer: 119000
- Brand:  Hail Damaged  Water Damaged

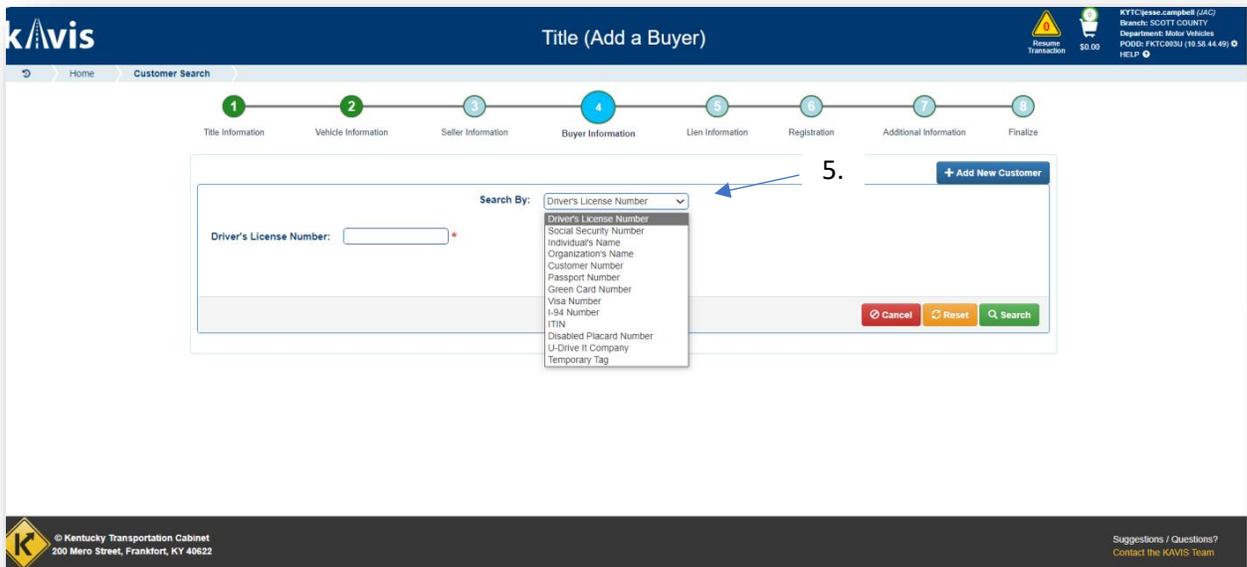
At the top right of the form area, there is a 'Place On Hold' button and a 'Continue >' button. At the bottom left, there is a 'Cancel Title Application' button. At the bottom right, there is another 'Continue >' button. Blue arrows labeled 'a.', 'b.', and 'c.' point to the 'Place On Hold' button, the 'Total Due' field, and the 'Cancel Title Application' button respectively. A blue arrow labeled '4.' points to the top right 'Continue >' button.

5. The Seller(s) cannot be changed. Click **Continue >**.



6. Lienholders may be individual or buyer. Use the dropdown to select how to search the Buyer.

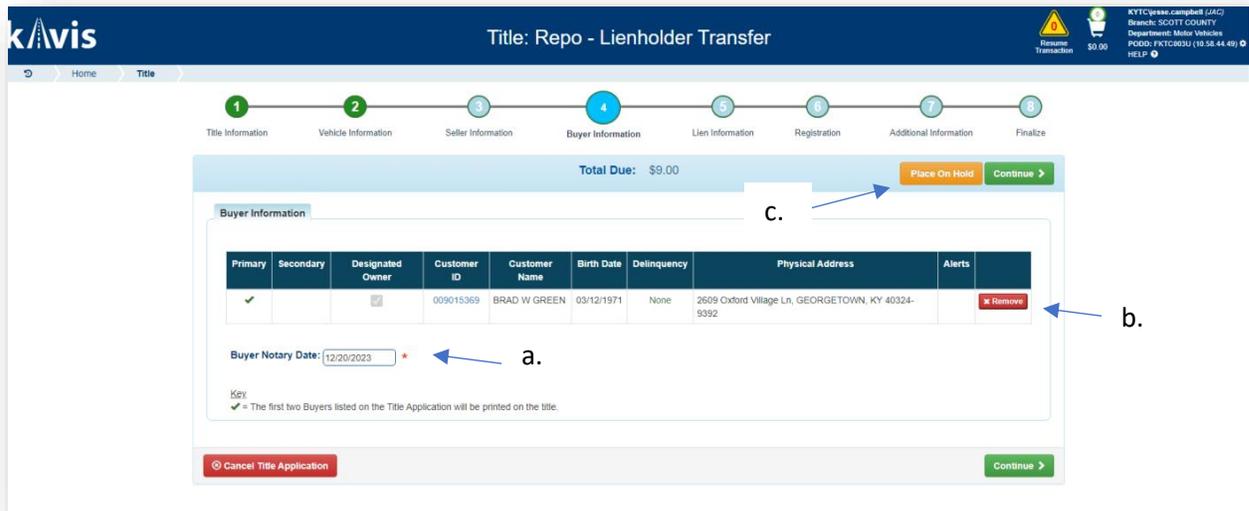
- a. If they are not a KAVIS customer, add them by clicking [+ Add New Customer](#)



7. Only 1 Buyer is allowed for a Lienholder Repossession.

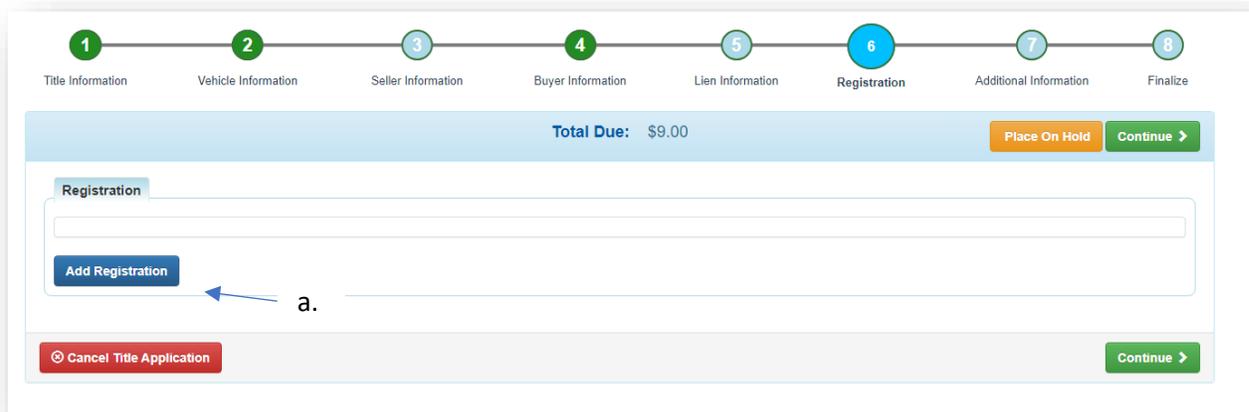
- a. Add the required Buyer Notary Date and select [Continue](#).

- b. You may click **Remove** if you have chosen the incorrect Buyer and use the Search By to search again.
- c. Placing the title application on hold after Buyer has been added will save the information to both the Seller's and Buyer's Customer Account page for 60 days.



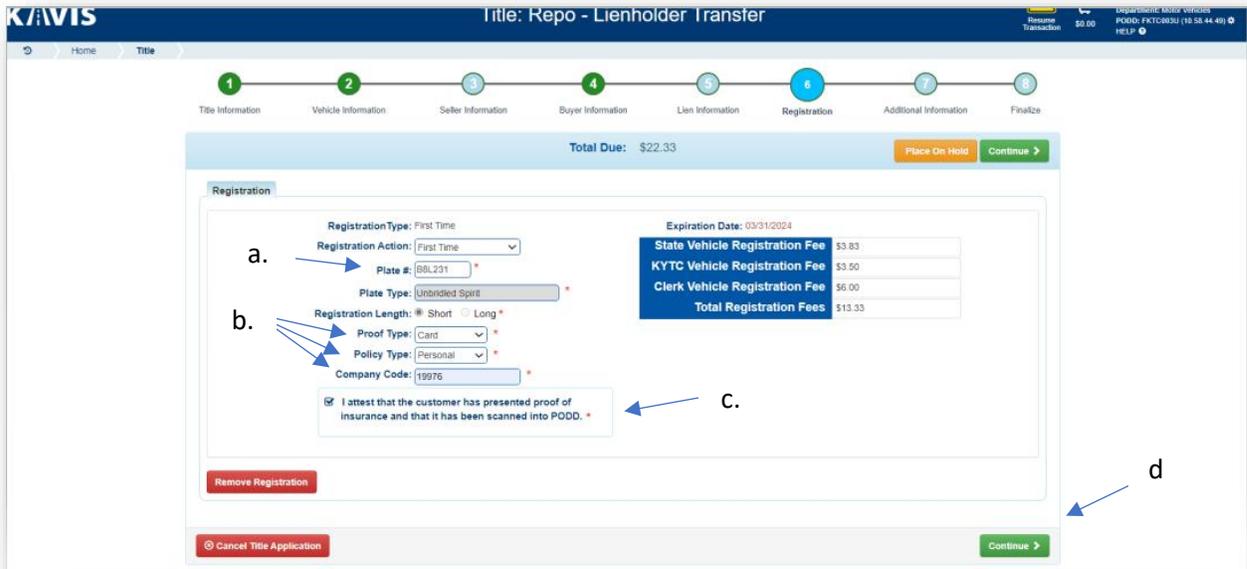
8. If the vehicle does not have current registration and the Buyer(s) do not wish to register it, or if the current active registration will be transferred to the new owners, click **Continue** and continue with step 9.

- a. If registration is to be added, click **Add Registration**



9. Registration Page:
  - a. Enter Plate Number.
  - b. Enter insurance information.

- c. Check attestation box.
- d. When all required information is entered click .



The screenshot shows the 'Registration' step in a multi-step process. The 'Total Due' is \$22.33. The registration details are as follows:

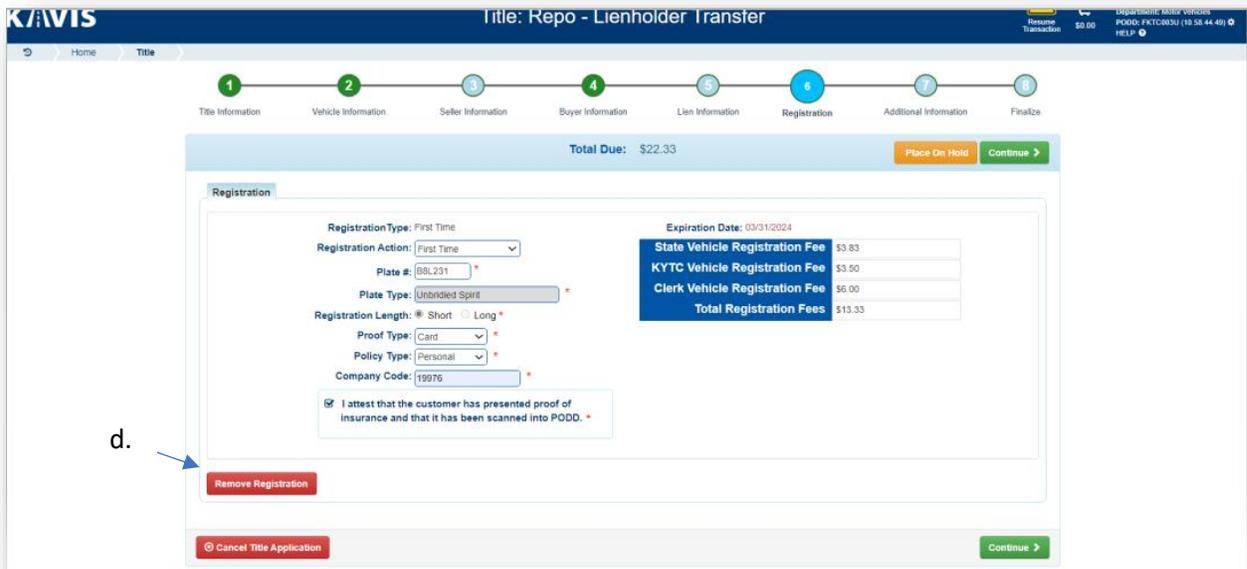
Registration Type	Registration Action	Plate #	Plate Type	Registration Length	Proof Type	Policy Type	Company Code
First Time	First Time	BBL231	Unbonded Spirit	Short	Card	Personal	19976

The 'Expiration Date' is 03/31/2024. The registration fees are:

Fee Type	Amount
State Vehicle Registration Fee	\$3.83
KYTC Vehicle Registration Fee	\$3.50
Clerk Vehicle Registration Fee	\$6.00
<b>Total Registration Fees</b>	<b>\$13.33</b>

Annotations: 'a.' points to the Registration Action dropdown; 'b.' points to the Plate #, Plate Type, Registration Length, Proof Type, and Policy Type fields; 'c.' points to the attestation checkbox; 'd.' points to the Continue button.

10. Return to this step if necessary and remove registration.



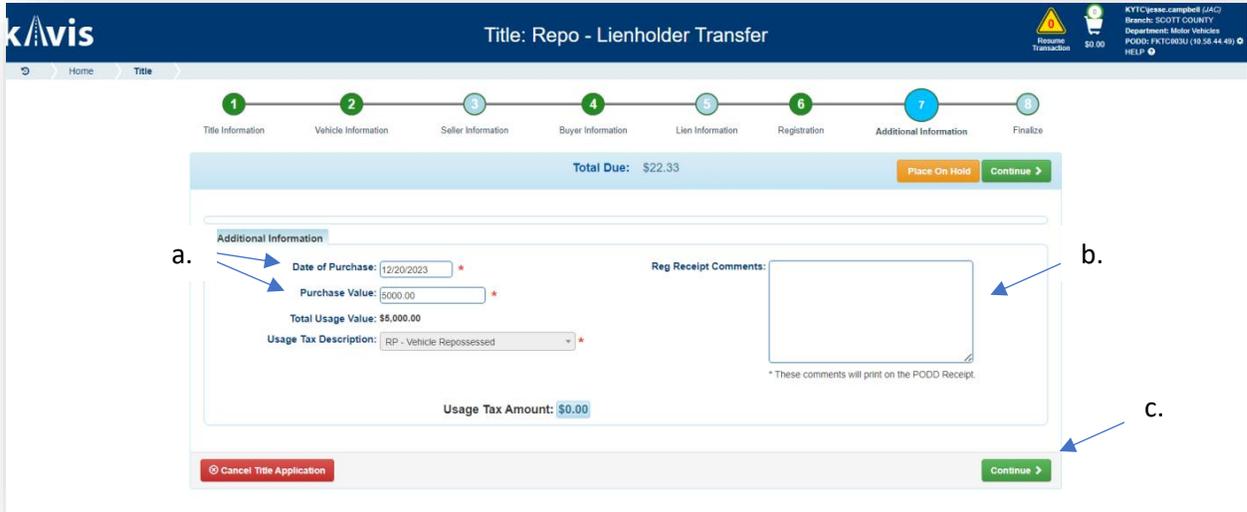
This screenshot is identical to the previous one, but with annotation 'd.' pointing to the 'Remove Registration' button.

11. Additional Information page:

- a. A Date of Purchase and Purchase Price are required.

b. If the user wishes to add any Reg Receipt Comments, they may do so using the comments box.

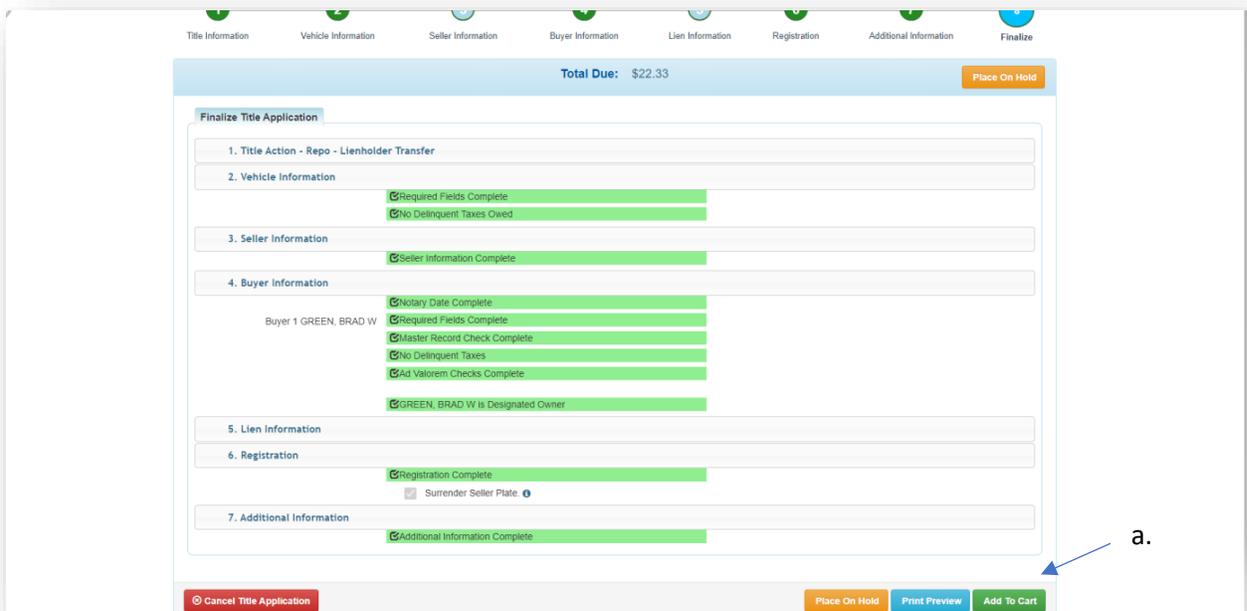
c. When all required information is entered, click .



The screenshot shows the 'Additional Information' step of a title application process. At the top, a progress bar indicates steps 1 through 8, with step 7 'Additional Information' highlighted. Below the progress bar, a blue bar displays 'Total Due: \$22.33' and buttons for 'Place On Hold' and 'Continue'. The main form area contains several fields: 'Date of Purchase' (12/20/2023), 'Purchase Value' (5000.00), 'Total Usage Value' (\$5,000.00), and 'Usage Tax Description' (RP - Vehicle Repossessed). A 'Reg Receipt Comments' text area is on the right. At the bottom, there is a 'Cancel Title Application' button and a 'Continue' button. Blue arrows labeled 'a.', 'b.', and 'c.' point to the 'Date of Purchase' field, the 'Reg Receipt Comments' box, and the 'Continue' button respectively.

12. Review the Finalize Title Application page. If anything is red, click on the bubble at the top or the warning itself to be taken to the page that needs attention.

a. When all necessary data is entered, click  and check out as normal.



The screenshot shows the 'Finalize Title Application' step. A progress bar at the top shows steps 1 through 8, with step 8 'Finalize' highlighted. A blue bar at the top displays 'Total Due: \$22.33' and buttons for 'Place On Hold' and 'Add To Cart'. The main area is a checklist of application steps: 1. Title Action - Repo - Lienholder Transfer; 2. Vehicle Information (Required Fields Complete, No Delinquent Taxes Owed); 3. Seller Information (Seller Information Complete); 4. Buyer Information (Notary Date Complete, Required Fields Complete, Master Record Check Complete, No Delinquent Taxes, Ad Valorem Checks Complete, GREEN, BRAD W is Designated Owner); 5. Lien Information; 6. Registration (Registration Complete, Surrender Seller Plate); 7. Additional Information (Additional Information Complete). At the bottom, there are buttons for 'Cancel Title Application', 'Place On Hold', 'Print Preview', and 'Add To Cart'. A blue arrow labeled 'a.' points to the 'Add To Cart' button.