
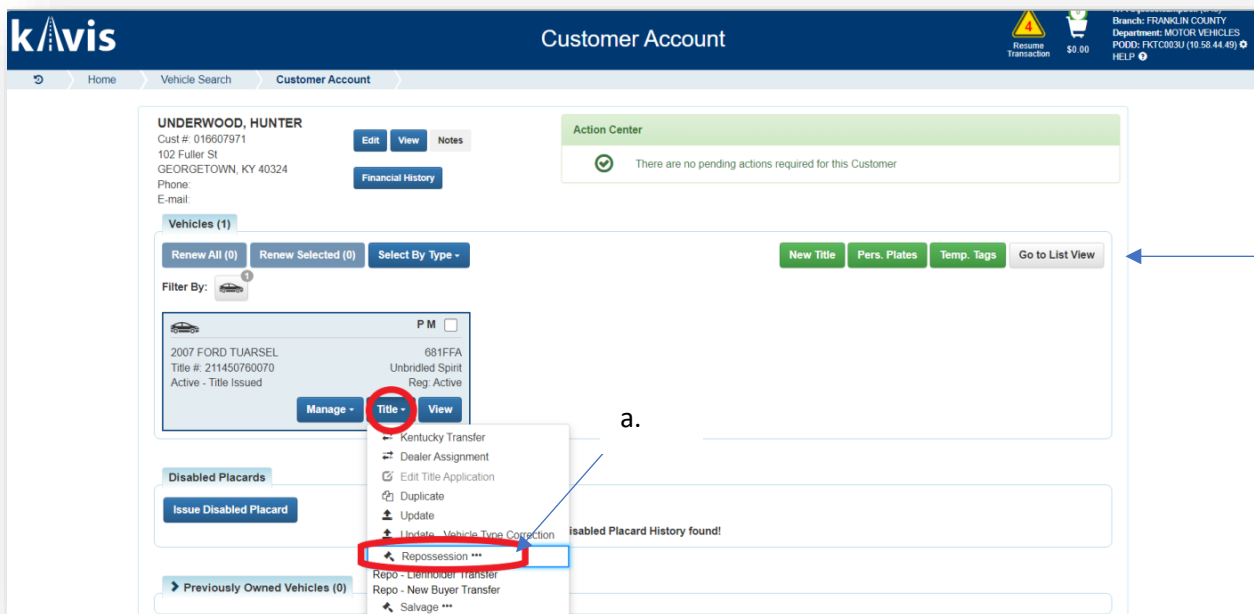


Title Action - Repossession – New Buyer Transfer

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

Note: The seller of the vehicle being repossessed does not have to pay for current Ad Valorem owed on the car or any other car owned for the Repossession-New Buyer Transfer to be completed successfully. However, the buyer is required to pay any delinquencies they (the buyer) currently have on any vehicles they own.

1. From the Customer Account page, in title view, in the title dropdown menu  choose 'Repossession'
1. Then from extended dropdown choose 'Repo – New Buyer Transfer'. Continue with Step 4.



The screenshot shows the KAVIS Customer Account interface. The top navigation bar includes the KAVIS logo, 'Customer Account', and utility icons like 'Resume Transaction' and 'HELP'. The main content area displays customer information for 'UNDERWOOD, HUNTER' and a list of vehicles. One vehicle, a 2007 Ford Tuarcel, is selected. A dropdown menu is open for the 'Title' action, showing options such as 'Kentucky Transfer', 'Dealer Assignment', 'Edit Title Application', 'Duplicate', 'Update', 'Update - Vehicle Type Correction', 'Repossession ***', 'Repo - Lienholder Transfer', 'Repo - New Buyer Transfer', and 'Salvage ***'. The 'Repossession ***' option is highlighted with a red circle. A blue arrow points from the 'Go to List View' button to the 'Repossession ***' option. The letter 'a.' is placed near the dropdown menu.

OR

2. From the Customer Account page, in the list view:
 1. Select the checkbox for the correct vehicle.

- From the title dropdown menu **Title ▾** choose, 'Repossession', then from the extended dropdown choose the 'Repo – New Buyer Transfer'. Continue with Step 4.

The screenshot shows a customer profile for Hunter Underwood with a vehicle listed. The 'Title' dropdown menu is open, and the 'Repossession ***' option is highlighted. Below the menu, a table displays the vehicle details:

Type	Year	Make	Model	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	2007	FORD	TUARSEL	PM	Transfer / Active - Title Issued	Active		<input type="checkbox"/>

OR

- From the Vehicle Summary screen, in the title dropdown menu **Title ▾** choose 'Repossession'.
 - Then from the extended dropdown, choose 'Repo – New Buyer Transfer'.

Home > Vehicle Search > Customer Account > Vehicle Summary

2007 FORD TUARSEL

Viewing 3 of 3 Titles

Previous Next

Reversal -

Owner(s) Chain of Ownership

Ownership Connector: OR

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
019607971		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	

Title

Status: Active - Title Issued

Type: Transfer
 Title #: 211450760070
 Prior Title #: 071000110023

State Fee: \$6.00
 Clerk Fee: \$3.00
 Usage Tax: \$72.00

Usage Tax Description: Affidavit of Total Consideration

Registration Information

Status: Active

County: SCOTT
 Plate Type: Unbridled Spirit
 Plate #: 681FFA
 Plate Action: Issue
 Gross Weight: PC

Manage -

Purchase Information

Date of Purchase: Purchase Price: \$1,200.00

Title -

- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Update - Vehicle Type Correction
- Repossession
- Repo - Lienholder Transfer
- Repo - New Buyer Transfer

a.

4. Review the Vehicle Information and select either of the continue buttons Continue >
- a. Placing the 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.

4.

Total Due: \$9.00

Place On Hold Continue >

Passenger Auto Details

VIN: 1FAFP56U57A126720 *

Vehicle Type: Passenger Auto

Style: 4D - Sedan (4 door) x *

Year: 2007 *

Make: FORD *

Model: TUARSEL *

Model #: *

Color: WHI - White x *

2nd Color: Select One ..

Motor Type: IC - Standard Combustion x *

Cylinders: 06 *

Odometer: 119000 *



Not Actual Exceeds Limit

Brand: Hail Damaged Water Damaged

Cancel Title Application Continue >

5. In a New Buyer Transfer, the Seller cannot be changed, click continue **Continue >**

Title: Repo - New Buyer Transfer



KYI
Bra
Dep
POE
HEL

Title

1
Title Information

2
Vehicle Information

3
Seller Information

4
Buyer Information

5
Lien Information

6
Registration

7
Additional Information

8
Finalize

Total Due: \$9.00

Place On Hold
Continue >

Seller Information

Connector: OR *

▼ **UNDERWOOD, HUNTER**

Seller Name: UNDERWOOD, HUNTER
Customer ID: 016607971
Email:
Phone:
Address: 102 Fuller St
GEORGETOWN, KY 40324-2216

▼ **RIDDLE, IVA ANN**

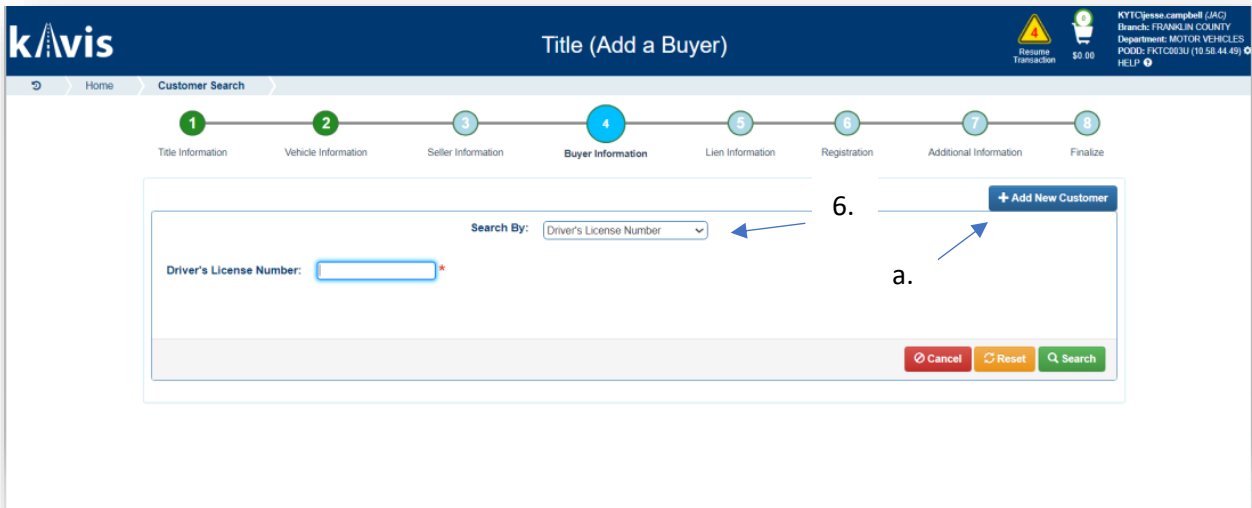
Seller Name: RIDDLE, IVA ANN
Customer ID: 011462970
Email:
Phone:
Address: 102 Fuller St
GEORGETOWN, KY 40324-2216

6. Choose Add Buyer if the Search By dropdown menu is not present already. Scan a



Driver's License, or search by one of the other options and click Q Search.

a. If they are not currently a KAVIS customer, add them by clicking

+ Add New Customer



7. On the Buyer Information page:

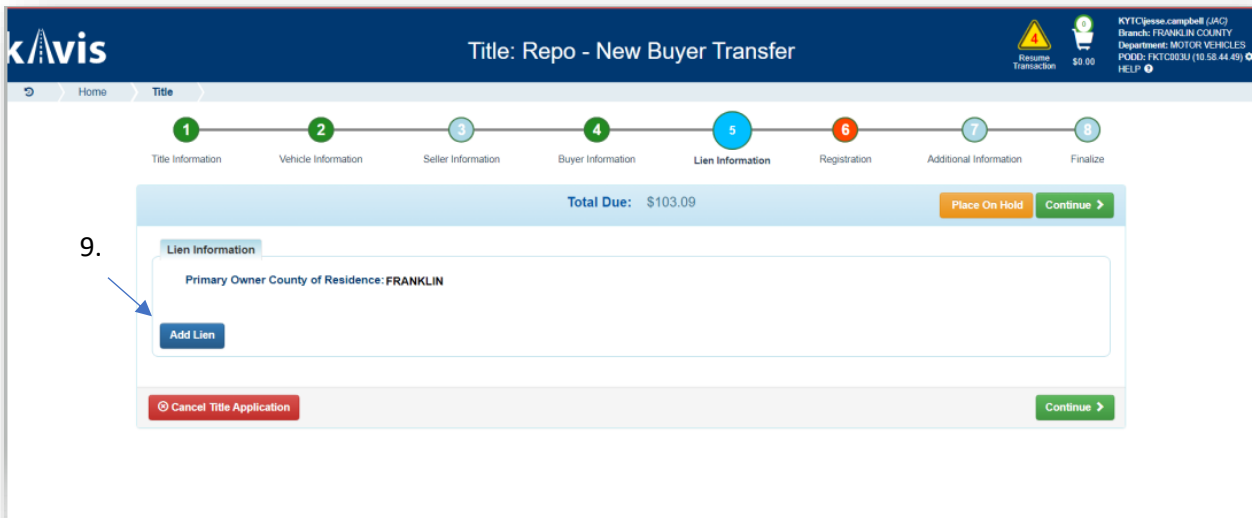
- a. An ownership connector (and/or) is required for more than one buyer.
- b. The **\$ Pay All** button will appear if any of the Buyers have past due Ad Valorem. They can be paid either with this application's fees or in a separate transaction.
- c. Click **✕ Remove** to remove a specific buyer from the application.
- d.  appears next to a customer if their Customer Account page is missing requirements.
- e. The PVA office will need to be called if a Buyer has PVA Issues.
 - o Click **↻ Check PVA** to refresh once the PVA is finished resolving the issues to see if they have created any new delinquencies that need to be paid.
- f. Enter the required Buyer Notary Date.
- g. Add additional Buyers if necessary (only the first two will be printed on the title).
- h. The positions of the owners can be switched by clicking 

- i. Placing the Title Application on hold after the Buyer(s) have been added will save the information to both the Seller's and the Buyer's Customer Account pages for 60 days.

8. Once all the information is correct, click **Continue >**

9. Click **Add Lien** if applicable.


a. If there is no lien to enter, click **Continue >** and skip to step 12.

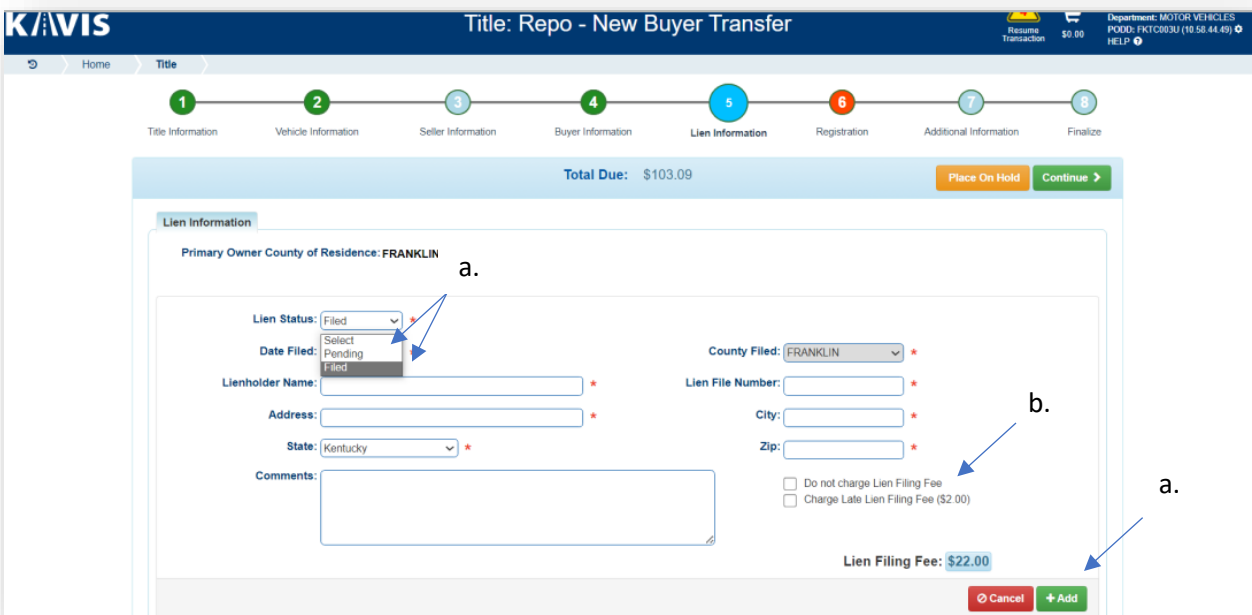



9.




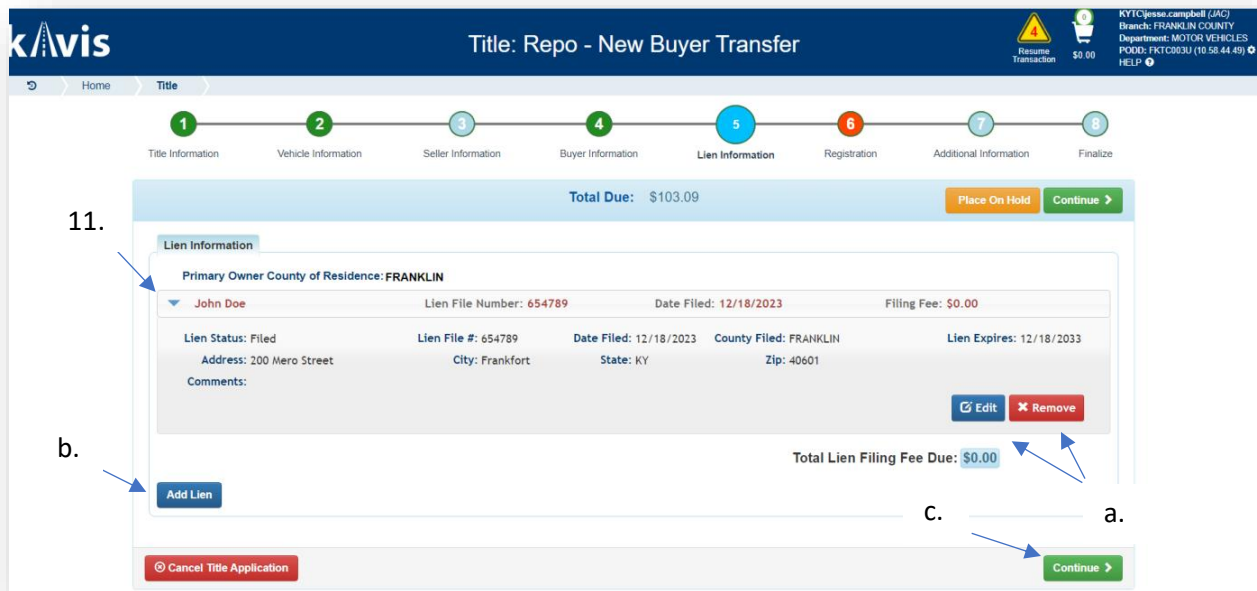
10. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.

- a. Enter the necessary information and click .
- b. The checkboxes give you the choice of fees to charge.





11. Click the  next to the bank name to view the information entered.

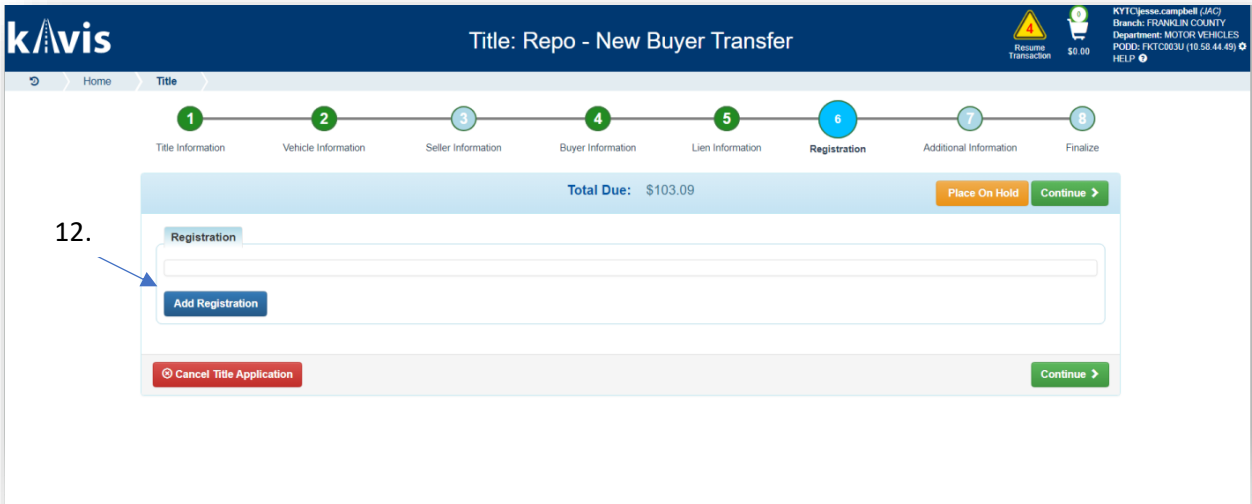
- a. Return to this step any time to edit or remove the lien.
- b. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed on the first position on the title.
- c. Click  when all liens have been added to the application.



12. 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

 and continue with step 15.


- a. If registration is to be added, click 

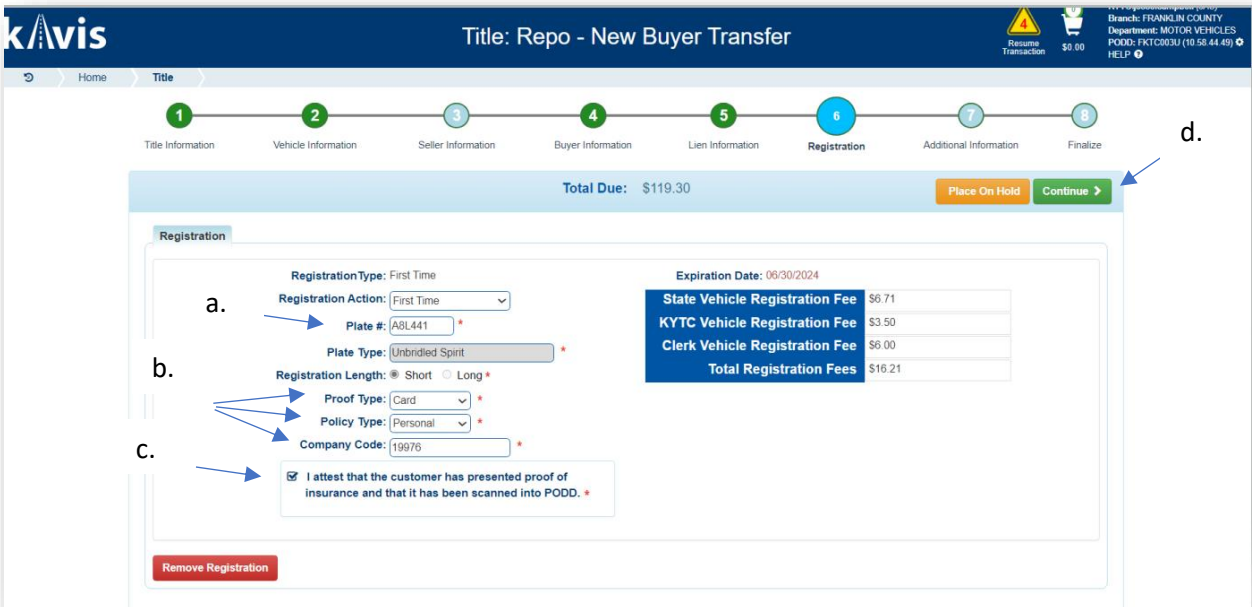


12.



13. Registration page:

- a. Enter plate number.
- b. Enter insurance information.
- c. Check attestation box.
- d. When all required information is entered click .



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

kavis Title: Repo - New Buyer Transfer

Resume Transaction \$0.00

Branch: FRANKLIN COUNTY
Department: MOTOR VEHICLES
PODD: FKTC003U (10.58.44.49)
HELP

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

Total Due: \$119.30 [Place On Hold](#) [Continue >](#)

Registration

Registration Type: First Time
 Registration Action: First Time
 Plate #: A8L441
 Plate Type: Unbridled Spirit
 Registration Length: Short Long
 Proof Type: Card
 Policy Type: Personal
 Company Code: 19976

Expiration Date: 09/30/2024

State Vehicle Registration Fee	\$6.71
KYTC Vehicle Registration Fee	\$3.50
Clerk Vehicle Registration Fee	\$6.00
Total Registration Fees	\$16.21

I attest that the customer has presented proof of insurance and that it has been scanned into PODD.

[Remove Registration](#)

14.


15. Additional Information page:


- A Date of Purchase and Purchase Price are required.
- Clicking [+ Add Trade-In](#) will open fields to add vehicle information and value.
- Usage Tax Description is required.
- When all required information is entered, click [Continue >](#)


16. Review the Finalize Title Application page. If anything is red, click on either 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 **Add To Cart**

17. On the Shopping Cart Summary page, review information.


a. If you need to edit something, click the  **Edit** button and select 'Yes' to edit the Title Application.

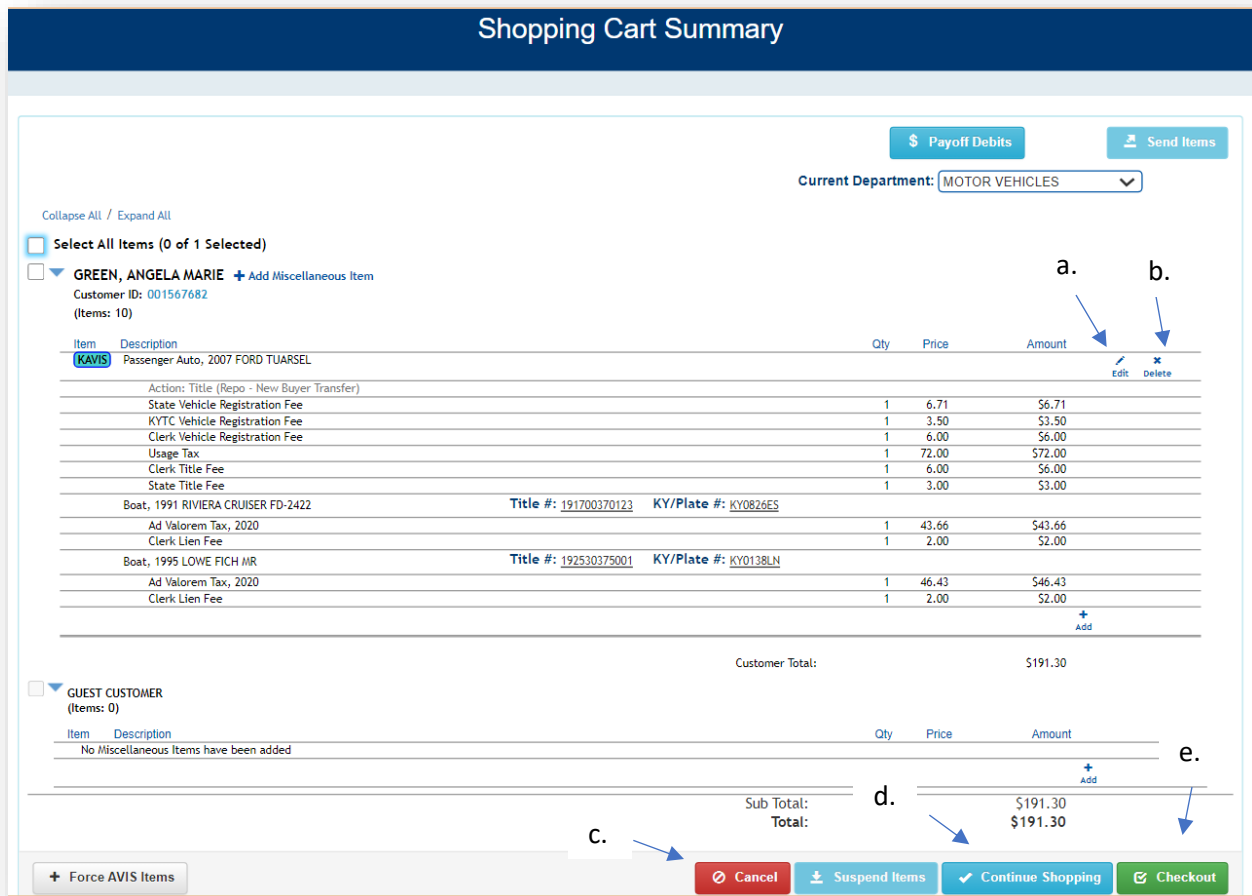
b. To delete, click the  **Delete** button and click 'Yes'.

c. To cancel the Title Application, click the  **Cancel** button.

d. To return to the Home page and select other actions click

 **Continue Shopping**

e. To check out click  **Checkout**



Shopping Cart Summary




Payoff Debits | Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All



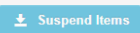


Select All Items (0 of 1 Selected)

GREEN, ANGELA MARIE + Add Miscellaneous Item
Customer ID: 001567682
(Items: 10)

Item	Description	Qty	Price	Amount	
	Passenger Auto, 2007 FORD TUARSEL				 
	Action: Title (Repo - New Buyer Transfer)				
	State Vehicle Registration Fee	1	6.71	\$6.71	
	KYTC Vehicle Registration Fee	1	3.50	\$3.50	
	Clerk Vehicle Registration Fee	1	6.00	\$6.00	
	Usage Tax	1	72.00	\$72.00	
	Clerk Title Fee	1	6.00	\$6.00	
	State Title Fee	1	3.00	\$3.00	
	Boat, 1991 RIVIERA CRUISER FD-2422				Title #: 191700370123 KY/Plate #: KY0826ES
	Ad Valorem Tax, 2020	1	43.66	\$43.66	
	Clerk Lien Fee	1	2.00	\$2.00	
	Boat, 1995 LOWE FICH MR				Title #: 192530375001 KY/Plate #: KY0138LN
	Ad Valorem Tax, 2020	1	46.43	\$46.43	
	Clerk Lien Fee	1	2.00	\$2.00	
					+ Add
	Customer Total:			\$191.30	

GUEST CUSTOMER (Items: 0)

Item	Description	Qty	Price	Amount	
	No Miscellaneous Items have been added				+ Add
	Sub Total:			\$191.30	
	Total:			\$191.30	

Annotations: a. points to Edit icon; b. points to Delete icon; c. points to Cancel button; d. points to Total amount; e. points to Checkout button.

18. Now you may checkout as per business process.