## **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 Title choose 'Repossession'
  - Then from extended dropdown choose 'Repo New Buyer Transfer'. Continue with Step
     4.

		С	ustomer Account		Resume Transaction	50.00	Branch: FRANKLIN COUNTY Department: MOTOR VEHICLES PODD: FKTC003U (10.58.44.49) HELP •
ා Home	Vehicle Search Customer Acco	bunt					
	UNDERWOOD, HUNTER Cust #: 016607971	Edit View Notes	Action Center				
	102 Fuller St GEORGETOWN, KY 40324 Phone:	Financial History	There are no pending act	ions required for this Customer			
	Vehicles (1)						
	Renew All (0) Renew Selected (0	) Select By Type -		New Title Pers. Plates Temp. Tags	Go to L	ist View	] ◀───
	Filter By:						
		РМ					
	2007 FORD TUARSEL	681FFA					
	Active - Title Issued	Reg: Active					
	Manage	- Title - View	a.				
		Kentucky Transfer					
	Disabled Placards	Dealer Assignment     Edit Title Application					
		C Duplicate					
	Issue Disabled Placard	▲ Update	inabled Blacard History found				
		Indate Vehicle Type Correction	Isabled Flacard History Iound:				
		Repo - Liennoider Transfer	-				
	Previously Owned Vehicles (0)	Repo - New Buyer Transfer					

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

2. From the title dropdown menu Title - choose, 'Repossessi

choose, 'Repossession', then from the extended

dropdown choose the 'Repo – New Buyer Transfer'. Continue with Step 4.

	UNDERWOOD, HUNTER Cust #: 016607971 Edit	iew Notes	Action Center	r				
	GEORGETOWN, KY 40324 Phone: E-mail:	History	<b>O</b> 1	'here are r	o pending actions required for this C	ustomer		
	Vehicles (1)							
	Renew All (0) Renew Selected (0) Mana	ige - Title - View	Select By Type -		New Title	Pers. Plates Temp	. Tags	Go to Tile View
a.	Total Selected: 1	₽ Kentucky Transl	er					
	Filter By:		ent	b				
	Showing 1 to 1 of 1 entries	Contracte	ition	_		Filter:		
$\sim$	Show 10 V entries	1 Update	/					
		del Update - Vehicle	Type Correction	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
	🗹 🚗 2007 FORD TUAR	SEL Repo - Liennoider Tra	nsfer	PM	Transfer / Active - Title Issued	Active		
		Repo - New Buyer Tra	insfer					1
		🔦 Classic ***						
		Multiple Dealer	•••					
	Disabled Placards							
	Issue Disabled Placard							
			No Disabled Placar	d History	ound!			
	> Previously Owned Vehicles (0)							

## OR

- 3. From the Vehicle Summary screen, in the title dropdown menu choose 'Repossession'.
  - a. Then from the extended dropdown, choose 'Repo New Buyer Transfer'.

				Г	🚗 2007 FO	RD TUARSEL					
				L							
Pr	evious				Viewing 3	of 3 Titles				Next	
										Reversal -	
<b>~</b> 0	wner(s)	Chain of Owners	hip								
	Ownership	p Connector: Of	2								
C	ustomer ID	Driver License	Customer Name	:	SSN/FEIN		Address		County of Residence	Begin Tax Exempt Date	
C	16607971		UNDERWOOD, HUNTE	er 🕑	<u>xxx-xx-0044</u>	102 Fuller St, GEOF	RGETOWN, KY 403	24-2216	SCOTT		
C	11462970	U94624923	RIDDLE, IVA ANN	N	<u>xxx-xx-6581</u>	102 Fuller St, GEOF	RGETOWN, KY 403	24-2216	SCOTT		
• π	tie				$\frown$	✤ Registration Infor	mation				
State	us: Active - Tit	le Issued			Title -	Status: Active				Manage -	
Ρ	Type: Title #: rior Title #:	Transfer 211450760070 071000110023	State Fee: Clerk Fee: Usage Tax: Usage Tax Description:	\$6.00 \$3.00 \$72.00 Affidavit of Tota Consideration	Kentucl     Kentucl	ky Transfer Assignment e Application te	enewal 4/21/2023 3/31/2024	County: Plate Type: Plate #: Plate Action: Gross Weight:	SCOTT Unbridled S 681FFA Issue PC	pirit	
Y P	urchase Info	rmation f Purchase:	a. Purchas	e Price: \$1,200.	Constant Constant	- Vehicle Type Correction ession older Transfer Buver Transfer	le Registration F	ee: \$15.00			

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

## ⊗ Cancel Title Application Will at any point in the process will delete all progress

in this application.

c.

(Avis		Title: R	epo - New Buy	/er Transfe	ər	Resume Transactio	50.00	KYTCljesse.campbell (JAC) Branch: FRANKLIN COUNTY Department: MOTOR VEHICLES PODD: FKTC003U (10.58.44.49) ℃ HELP ●
ා Home	Title							
	Title Information Vehicle Information	3 Seller Information	Buyer Information	Lien Information	Registratio	n Additional Information	Finalize	4.
			Total Due: \$9.0	0		Place On Hold	Continue 🕽	
	Passenger Auto Details				а	-		
c.	Vil Vehicle Typ Styl Yea Mak Model Model Colo 2nd Colo		x * )* x * )*	b.	Motor Type: Cylinders: Odometer: Brand:	IC - Standard Combustion × 06 * (119000 * Not Actual _ Exceeds Limit Hail Damaged _ Water Dama	* *	
	Cancel Title Application						Continue 🕽	

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

		Title:	Repo - New Bu	ıyer Transfei	Ē	Resum Transacti	so.00
Title	•						
0	2	3	4	5	6		
Fitle Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finaliz
			Total Due: \$9	.00		Place On Hold	Continue
Sollar Information							
Seller Information							
Connector: OR 🗸	*						
▼ UNDERWOOD, H	IUNTER						
Seller Name	UNDERWOOD, HUNTER						
Customer ID	: 016607971						
Email	:						
Phone	:						
Address	: 102 Fuller St GEORGETOWN, KY 4032	4-2216					
RIDDLE, IVA ANN	4						
Seller Name	RIDDLE, IVA ANN						
Customer ID	011462970						
Email	:						
	:						
Phone							

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

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

+ Add New Customer

Customer Search         Image: Customer Search By:         Image: Customer Search By:     <	κ∕\vis			Title (Add a B	luyer)		A Resur Transac	ne so.oo	KYTCljesse.campbell (JAC) Branch: FRANKLIN COUNTY Department: MOTOR VEHICLES PODD: FKTC003U (10.58.44.49) / HELP •
6. + Add New Customer Driver's License Number: * 6. a. @ Cancel @ Reset Q Search	Custo	Information Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	G	7 Additional Information	Finalize	
⊘ Cancel	Driv	river's License Number:	Search By:	Driver's License Number	<b>~</b>	6.	+ Add N	lew Customer	
							⊘ Cancel 2 Reset	Q Search	

- 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 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.
    - 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

 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.

Avis			Title: I	Repo - New I	Buyer Tra	ansfer		Ra Trae	sume saction \$0.00	KYTCljesse.campbell (JAC) Branch: FRANKLIN COUNTY Department: MOTOR VEHICLES PODD: FKTC003U (10.58.44.49) ✿ HELP ●
D Home	Title									
	0	2			(	5				)
	Title Information Vehicl	e Information	Seller Information	Buyer Information	Lien Inf	ormation	Registration	Additional Information	Finaliz	e
				Total Due:	\$9.00		Place On H	lold Check PV/	Continue	>
	Buyer Information					/				
	Ownership Connector:	Select One 🗸 *	e a	•	i.					
	Pay Delinquency: \$ F	Pay All	— b.				e.			
h.	Primary Secondary	Designated Owner	ustomer ID Custor	ner Name Birth Date	Delinquency		Physical Address	Alerts		
	*		001374034 ADAM 0	SMITH 01/30/1984	5. G	37 KELLER RE	D, CLARKSON, KY 427	26-7043 🙉	× Remove	с.
g.	• •		004949863 DAN	GREEN Invalid date	Yes 1	220 Versailles	Rd, FRANKFORT, KY 4	0601-9259	× Remove	
U			f							
	Add a Buyer Notary Date: 12/1	8/2023 *	Ι.							
	Add a Buyer Add Lo						(	d.		
	Key (W) = Vehicle tax or value i	ncomplete. Please see t	ne PVA.							
	<ul> <li>The first two Buyers list</li> <li>The Customer Account</li> </ul>	sted on the Title Applicati t contains errors. Select	on will be printed on the flag to navigate to Cust	title. omer Account.						

- 8. Once all the information is correct, click
- ck Continue >
- 9. Click Add Lien if applicable.
  - a. If there is no lien to enter, click Continue >

and skip to step 12.

vis			Title: F	Repo - New B	uyer Transfer	г	Resur Transac	ne so.oo	KYTCljesse.campbell (JAC) Branch: FRANKLIN COUNTY Department: MOTOR VEHICLES PODD: FKTC003U (10.58.44.49) HELP ●
Home	Title								
	1 Title Information	2 Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	6 Registration	Additional Information	Finalize	
				Total Due: \$1	03.09		Place On Hold	Continue 🗲	
J.	Add Lien	ner County of Residence:	RANKLIN						
	S Cancel Title App	plication					I	Continue	

- 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 +Add.
  - b. The checkboxes give you the choice of fees to charge.

/i\VIS			Title:	Repo - New E	uyer Transfer		Resume Transaction	50.00 P	Nepartment: MOTOR VEHICLES NODD: FKTC003U (10.58.44.49) I IELP 🕤
) Home	Title	0		0					
	Title Information V	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration A	dditional Information	Finalize	
				Total Due: \$7	03.09		Place On Hold Co	ontinue 🗲	
	Lien Information								
	Primary Owner Con	ounty of Residence: FF	anklin a.						
	Lien S Date Lienholder	Status: Filed e Filed: Select Pending Filed Name:		*	County Filed: (	FRANKLIN V *	L		
	Ad	State: Kentucky	<u></u> *	*	City:	*	D.		
	Com	iments:				Do not charge Lien Filing Fe	ee		a.
					4		(32.00)		
						Lien Filing Fe	e: \$22.00		
							⊘ Cancel 🕇	Add	

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.
  - The order of the liens is important. The lien with he earlier Date Filed will be printed on the first position on the title.
- c. Click Continue > when all liens have been added to the application.

vis		Title: Repo - New Buyer Transfer	Resume Transaction \$0 00 PFRC
Home	Title		
	Title Information Vehicle Information	3 5 Seller Information Buyer Information Lien Information	6 8 Registration Additional Information Finalize
11		Total Due: \$103.09	Place On Hold Continue >
11.	Lien Information		
	Primary Owner County of Residence	FRANKLIN	
	<ul> <li>John Doe</li> </ul>	Lien File Number: 654789 Date Filed: 12/18/2023	Filing Fee: \$0.00
	Lien Status: Filed	Lien File #: 654789 Date Filed: 12/18/2023 County Filed: FRAN	NKLIN Lien Expires: 12/18/2033
	Address: 200 Mero Street Comments:	City: Frankfort State: KY Zip: 4060	Ci Edit X Remove
b.		Tota	al Lien Filing Fee Due: \$0.00
	Add Lien		c a.
	⊗ Cancel Title Application		Continue >

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



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

3 Home Title          1	k/\vis	Title: Repo - New Buyer Transfer	Resume Tarasadon 50.00 FKTO(Sess.campbel) (AG) Bepartment: MOTOR VEHICLES PODD FKTO0301 (10.58.44.49) (0 HELP O
Image: Total Due: \$103.09     Place On Hold Continue >       Image: Add Registration     Image: Add Registration       Image: Ocned Title Application     Continue >	Home Title     Title Information Vehicle Information	3 4 5 6 Seller Information Buyer Information Lien Information Registration	7 B Additional Information Finalize
Add Registration  Continue >	12. Registration	Total Due: \$103.09	Place On Hold Continue >
© Cancel Title Application     Continue >	Add Registration		
	O Cancel Title Application		Continue >

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

>							
ation Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	6 Registration	Additional Information		d.
		Total Due:	\$119.30		Place On Hold	Continue 🗲	
Action Registration Type: F Registration Action: [ Plate #: [/	rrst Time		Expiration Date: 06/3 State Vehicle Regis KYTC Vehicle Regis	0/2024 tration Fee \$6.71 tration Fee \$3.50 tration Fee \$6.00			
Plate Type: Registration Length: Proof Type: Policy Type:	Inbindled Spirit Short Cong * Card V * Personal V *		Total Registr	ration Fees \$16.21			
I attest that the c     insurance and th	9976 * ustomer has presented prov at it has been scanned into	of of PODD. *					
re Registration							
	ation Attion Registration Type: [ Registration Action: [ Plate #; & Plate Type: [ Registration Length: # Proof Type: [ Company Code: [] Company Code: [] Mathematical Action: [] Policy Type: [] Company Code: [] Mathematical Action: [] Policy Type: [] Company Code: [] Mathematical Action: [] Registration Action: [] Policy Type: [] Company Code: [] Mathematical Action: [] Registration Action: [] Registration Action: [] Registration Action: [] Policy Type: [] Company Code: [] Registration Action: [] Registration Action: [] Policy Type: [] Company Code: [] Registration Action: [] Registra	ation       ation       A.       RegistrationType: First Time       A.       Plate #: A8L441 *       Plate first Short       Long*       Proof Type: Card • •       PloteType: Company Code: (1997)*       I attest that the customer has presented proinsurance and that it has been scanned into	tion Vehicle Information Seller Information Buyer Information  Total Due:  attom  Registration Type: First Time  Registration Action: First Time  Plate #: ABL441  Plate Type: Unformation Long *  Plate Type: Unformation Long *  Plate Type: Unformation *  Policy Type: Personal *  Policy Type: Personal *  Policy Type: Personal *  * Policy Type: P	tion Vehicle Information Seller Information Buyer Information Lien Information Total Due: \$119.30 attion Registration Type: First Time Registration Action: First Time Plate #: ABL441 Plate #: ABL441 Plate #: ABL441 Proof Type: Card Pool Type: Card Company Code: (19976 Company Code: (19976 Code: (19976 Code: (19976 Code: (19976 Code: (19976 Code: (19976 Co	tion Vehicle Information Seller Information Buyer Information Lien Information Registration Total Due: \$119.30 attion Registration Type: First Time Registration Action: First Time Plate #: ABL441 * Plate #: ABL441 * Plate #: ABL441 * Plate #: Short Long* Proof Type: Card > * Policy Type:	tion       Vehicle Information       Seller Information       Buyer Information       Lien Information       Registration       Additional Information         Total Due:       \$119.30       Place On Hold       0         attom         Registration Type: First Time       Expiration Date: 00:302/024       56 71       53.50       50.00 </td <td>tion       Vehicle Information       Seller Information       Buyer Information       Lie Information       Registration       Additional Information       Finalize         Total Due:       \$119.30       Pace:On Hold       Continue &gt;         attor         Registration Type: First Time         Plate Type: Unbindied Spint       *       State Vehicle Registration Fee       \$6.71       \$5.00       <td< td=""></td<></td>	tion       Vehicle Information       Seller Information       Buyer Information       Lie Information       Registration       Additional Information       Finalize         Total Due:       \$119.30       Pace:On Hold       Continue >         attor         Registration Type: First Time         Plate Type: Unbindied Spint       *       State Vehicle Registration Fee       \$6.71       \$5.00 <td< td=""></td<>

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

vis			Title: R	lepo - New	Buyer Transfe	r	4 Resume Transactio	\$0.00	Branch: FRANKLIN COUNTY Department: MOTOR VEHICLES PODD: FKTC003U (10.58.44.49) HELP •
Home	Title								
	0	2	3	4	5		-0	-8	
	Title Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize	
				Total Due:	\$119.30		Place On Hold	Continue >	
	Registration								
Home		RegistrationType: First Time			Expiration Date: 06/				
		Registration Action:	First Time 🗸		State Vehicle Regi	stration Fee \$6.71			
		Plate #:	A8L441 *		KYTC Vehicle Regi	stration Fee \$3.50			
		Plate Type:	Unbridled Spirit	*	Total Regis	tration Fees \$16.2			
		Registration Length:	Short U Long *						
		Policy Type:	Personal ×						
		Company Code:	19976						
14.		☑ I attest that the insurance and t	customer has presented p that it has been scanned in	proof of to PODD. *					
	×								
	Remove Registra	tion							

- 15. Additional Information page:
  - a. A Date of Purchase and Purchase Price are required.
  - b. Clicking + Add Trade-In will open fields to add vehicle information and value.
  - c. Usage Tax Description is required.
  - d. When all required information is entered, click Continue >

k/\vis	Title: Repo - New Buyer Transfer							
Home	Title Title Title Information Vehicle Information Seller Information Buyer Infor							
a. Additional Information Date of Purchase: [2/18/2023 * Reg Receipt Comments: Purchase Value: 1/200.00 * Total Usage Value: \$1,200.00 Usage Tax Description: AF - Attidevit of Total Consideration * * *								
b.	Vehicle Identification #     Vehicle Type     Make     Model     Trade-In Value       Identification is required     Vehicle Type is required     Make is required     Model is required     Value must be greater than       *     Select One • *     *     *     *     0.01							
	Usage Tax Amount: \$72.00							

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.

vis	Title: Repo - New Buyer Transfer	Results FRANKLIN COLU Results Transaction \$0.00 HELP <b>9</b>
Home Title	0-0-0-0-0-0	
	Title Information Wehlde Information Beller Information Boyer Information Lien Information Registration Additional Information Finalize	
	Total Due: \$191.30 Place On Head	
	Finalize Title Application	
	1. Title Action - Repo - New Buyer Transfer	
	2. Vehicle Information	
	CRitegeneral Friends Competen City of Competence City of Competence City of Competence City of City o	
	3. Seller Information	
	Ciselier Information Complete	
	4. Buyer Information Citotavo Date Carolete Citotavo Date Carolete	
	Buyer 1 GREEN, ANGELA MARE GReenweet Fields Complete	
	EXAlater Heard Check Compete Charlos Delinquett Tans	
	GAd Valorem Checks Complete	
	GREEN, ANGELA MARIE Is Despatied Owner	
	5. Lien Information Lien 1.don Doe Find	
	GLies Information Complete	
	e. Registration	
	Surrender Seiter Plate 0	
	7. Additional Information CAdditional Information Complete CAdditional Information Complete	
	© Cannot Tide Assistation Pair Preview Add To Cart	

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

	Shopping Cal	It Summary				
				Dayoff [	obite	Sond Itoms
				o Payon L	Jebits	Send items
		c	urrent Departm	ent: MOTO	R VEHICLES	~
arre All / Evened All						
apse Air / Expand Air						
elect All Items (0 of 1 Selected)					2	
GREEN, ANGELA MARIE + Add Miscellaneous Item					d.	b.
Customer ID: 001567682					χ.	1
(Items: 10)						
Item Description			Oby	Price	Amount	*
KAVIS Passenger Auto, 2007 FORD TUARSEL			Gaty	1100	Amount	/ ×
Ashing Title (Deep New Deeper Treesfort)						Edit Delete
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 #: <u>191700370123</u>	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 #: <u>192530375001</u>	KY/Plate #: KY0138LN				
Ad Valorem Tax, 2020			1	46.43	\$46.43	
Clerk Lien Fee			1	2.00	\$2.00	
					+ Add	
		Customer Tota	al:		\$191.30	
GUEST CUSTOMER (Items: 0)						
(icilis. 0)						
Item Description			Qty	Price	Amount	
No Miscellaneous Items have been added						е.
					+ bba	
		Sub Total	d.		\$101.20	
		Sub Total		~	\$191.30	L
	C. 🔍	Iotal			Ş   7   . JU	
Force AVIS Items			± Suspend Ite	ms 🖌	Continue Shopping	Checkout

18. Now you may checkout as per business process.