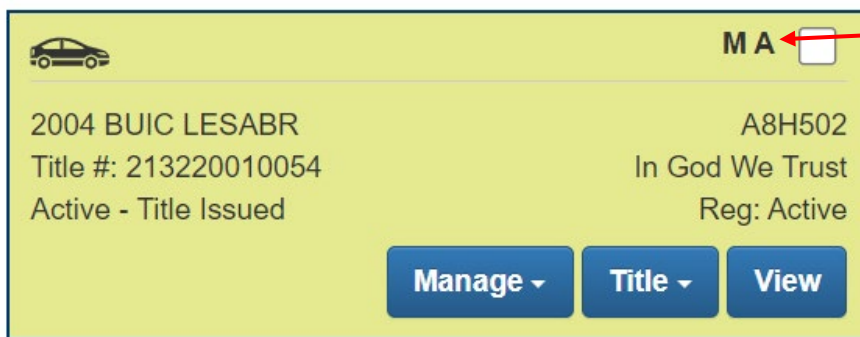kʌvis

Titles with a Tax Status of Inactive

This guide demonstrates how a Leased Vehicle will display, and how to add, remove or modify lessee(s) on a title or during New Title Application flow.

Leased Vehicle from Customer Account Page
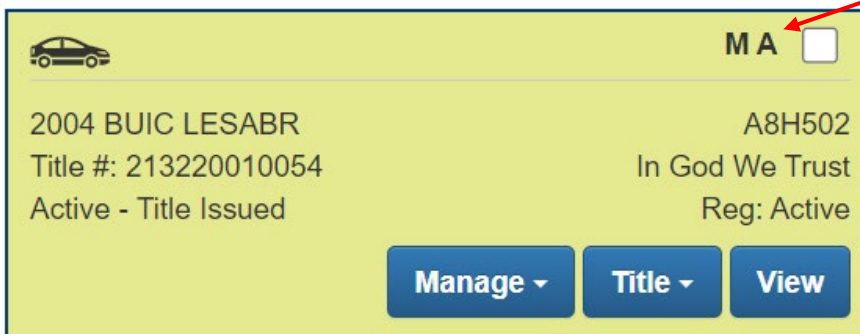
Lessor Customer Account Page
1. Search for a Customer who has vehicles leased out to other Customers.
2. On the Customer Account page, for the vehicles that have lessee(s) on them would have an extra indicator 'A' to indicate the presence of Lessee(s).
3. The Vehicle tile would be in 'Yellow' color.

Denotes presence of Lessee(s)

Lessee Customer Account Page
1. Search for a Customer who has leased a vehicle from another Customer.
2. On the Customer Account page, for the vehicle tile leased from a Leasing Company would have an indicator 'A; to indicate the presence of Lessee(s).
3. The Vehicle tile would be in 'Yellow' color.

Denotes presence of Lessee

Leased Vehicle from Vehicle Summary Page

1. Search for a Vehicle which has lessee(s). On the Vehicle Summary Page, there will be a new subsection 'Alternate Registrant' near to the section 'Chain of Ownership'.
2. On the 'Alternate Registrant' subsection, KAVIS will display the lessee(s) associated with Vehicle.

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| Previous | | Viewing 5 of 5 Titles | | | | | Next |

Reversal ▾

❤ Owner(s) | Chain of Ownership | Alternate Registrant

Ownership Connector: OR

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
009699233		REDMON, BOBBY Ⓟ 📅	xxx-xx-9038	1651 Allen Schoolhouse Rd, COLUMBIA, KY 42728-8368	ADAIR	📅
000880005	J94712589	JOHNSON, CATHY SUE	xxx-xx-8791	1651 ALLEN SCHOOLHOUSE RD., COLUMBIA, KY 42728-8368	ADAIR	📅

3. On the 'Alternate Registrant' page, we can edit the lessee's information using 'Edit' button.

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| Previous | | Viewing 5 of 5 Titles | | | Next |

Reversal ▾

Owner(s) | Chain of Ownership | **❤ Alternate Registrant**

Customer Name	Physical Address	County of Residence	
VIJAYARAJAN, VINI	2205 Tatton Dr, LOUISVILLE, KY 40245-5486	JEFFERSON	✎ Edit

Adding Lessee(s) on an existing Title

1. Choose manage action 'Print Only' for the Title and choose 'Add Lessee' in the 'Lessee(s)' section.
2. Search for the customer to be added as lessee from the Customer search overlay.

❯ Owner(s)

Lessee(s)

Add Lessee

❤ Title

Title Status: Application
Title Number: 233330015001
Title Type: Original

❤ Registration

Registration Status: Active
Registration Action: Print Only ▾ *
Add Duplicate: No Decal No Fee ▾
Insurance Status: Uninsured

Last Registration Date: 12/16/2023

Removing or Modifying Lessee(s) on a Title

1. Search for a vehicle having a lessee. Choose manage option 'Other' and registration action as 'Print Only'.
2. In 'Lessee(s) section,
   a. Select 'Remove' button if a lessee needs to be removed from the title.
   b. Select 'Remove' button to remove lessee and then select 'Add Lessee' to add new lessee(s) for the vehicle.

Lessee(s)

Customer ID	Customer Name	Birth Date	Physical Address	Alerts	
003523398	VIJAYARAJAN, VINI	09/05/1987	2205 Tatton Dr, LOUISVILLE, KY 40245-5486		✖ Remove

Add Lessee ← Select to add a lessee

Select to remove a lessee

Title

Title Status: Active - Title Issued
Title Number: 213220010054
Title Type: Transfer

License Plate

Plate Type: In God We Trust
Plate #: A8H502 **Plate Year:** 19

Registration

Registration Status: Active   **Last Registration Date:** 03/06/2023
Registration Action: Print Only * ← Select 'Print Only'
Add Duplicate: No Decal No Fee
Insurance Status: Uninsured
Proof Type: Alternate *
Policy Type: Military *

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

Adding Lessee(s) during New Title Application

1. During a New Title Application flow, on Bubble 4 – Buyer Information page select 'Add Lessee' button to add lessee(s) for the title.

⚠ 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	
✔		☑	003523398	VINI VIJAYARAJAN	09/05/1987	None	2205 Tatton Dr, LOUISVILLE, KY 40245-5486		✖ Remove

Buyer Notary Date: 12/19/2023 *

Add a Buyer   **Add Lessee**

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

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts	
✔		☑	003523398	VINI VIJAYARAJAN	09/05/1987	2205 Tatton Dr, LOUISVILLE, KY 40245-5486		**✖ Remove**

Lessee Information

Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts	
002226045	JISHNU RADHAKRISHNAN	07/31/1985	None	2205 Tatton Dr, LOUISVILLE, KY 40245-5486		**✖ Remove**

Buyer Notary Date: 12/19/2023 *

Add a Buyer   **Add Lessee**