**WISDOM & AUTHORITY TITLE SOLUTIONS**

****CHECKLIST FOR

**MECHANIC STORAGE LIENS & ABANDONED VEHICLES PROCESSING**

**We will need the following items at the time-of-service request, failure to provide the items at that time *WILL* delay your service**

**ETA for completion of service: 1-4 months (excludes holidays, weekends)**

**PLEASE REVIEW AND CHOOSE ONE OF THE TWO BELOW (CHOOSE ONLY ONE):**

* **Abandoned (vehicle left on private property for over 48 hours), cannot collect on repair, storage/tow charges.**
* **Mechanic/Storage/Lien (can charge for repair/storage/diagnostic and or tow charges, MUST HAVE THE APPROPRIATE INVOICE)**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Legal Name of Repair/Storage Tow Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Federal Tax ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1st TIME PROOF REQUIRED IF NEW CLIENT AND IN VA)**

**Printed name and signature of Service Agent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provide the address where the vehicle is physically located:**

**Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_**

**When did you obtain the vehicle on your property? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Did you notify the vehicle owner/lienholder’s on record?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VEHICLE INFORMATION (LIST EACH VEHICLE YOU ARE FILING FOR)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YEAR** | **MAKE** | **MODEL** | **BODY** | **VIN** | **ODOMETER READING** | **COLOR** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* Repair/Storage/Storage Tow Bill showing vehicle’s information (YEAR, MAKE MODEL, FULL VIN), the date you received the vehicle and applicable itemized charges and description of such
* #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Repair Shop ID number (if issued and required by your state)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The plate number and state of the vehicle (if you have it)
* \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\*\*\*Empty Weight and Gross Weight for Tractors/Trailers
* Letter from customer/vehicle owner authorizing repairs/tow/storage (if applicable)
* Statement authorizing Wisdom & Authority Title Solutions to conduct auto research and processing for mechanic lien/abandoned vehicle purposes.

Please read: In the event there is a stop on the vehicle record, the vehicle is stolen and or there is a lien on this record, or the NADA value is over $12500.00, you will be advised of additional requirements and or if the process MUST CEASE.

NOTE: The purpose of the MSL process is to ensure that you can get the title or get the applicable paperwork to sell the vehicle or receive the applicable compensation from the customer/lienholder on record. The purpose of the AVP process is to ensure that you can get the title, or the paperwork to sell or dispose of the vehicle properly.

No refunds or cancellations after 48 hours of starting service and paying for service. (certain accommodations may apply)