

SALLY L DANIEL, CFC
HERNANDO COUNTY TAX COLLECTOR
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SUBJECT: REQUEST FOR TITLE - TO TITLE and REGISTER IN FLORIDA

Our office has received a request from the person(s) whose name and address appear below, desiring to register their vehicle in the State of Florida. The applicant has indicated that you are the lienholder on the described vehicle. In order for the vehicle to be registered in Florida, the law requires the individual to apply for Florida title at the same time or to produce proof that the title is being held by an out-of-state lienholder who will not allow the title to be transferred. We are requesting that you comply with one of the following options provided below:

1. If you mail the out of state title to our office, the vehicle will be titled and registered in Florida with your institution recorded as the lienholder. If your institute is part of our electronic lien & title program the title will be held electronically. If they do not participate the title will be held electronically and you may request a paper title if wanted or needed. This is the method we prefer you follow, as it is the most convenient for our mutual customer.

2. If you will not send the title, it will be necessary for you to send a copy of the title you are holding, along with a letter on your letterhead, stating you are the lienholder but will not send the title to the state of Florida for re-issuance. In this event each year when the customer needs to renew their registration they will be required to follow this process until the lien has been satisfied and you no longer hold the title.

Your cooperation in this matter is appreciated as the individual will not be able to register the vehicle without with one of the above requests. Thank you and please contact our office if you have any questions.

ACCOUNT # _____

Name and Contact Information of Registered Owner(s):

Description of Vehicle

Year _____ **Make** _____

Vehicle Identification #

Telephone # _____

*****If the above mentioned vehicle is a lease, please provide the Florida sales tax registration number:**
