

MECHANICS OR STORAGE LIEN APPLICATION

PURPOSE: Use this application to request a mechanic's or storage lien, as provided in Va Code §§46.2-644.01, 46.2-644.02 and 46.2-644.03.

INSTRUCTIONS: Complete this application using the requirements provided on page 2 of this form.

VEHICLE INFORMATION				
YEAR	MAKE	MODEL	BODY TYPE	COLOR
LICENSE PLATE NUMBER		STATE	VEHICLE IDENTIFICATION NUMBER	

PURPOSE OF REQUEST	
Check applicable box and attach a copy of the invoice (both checkboxes may apply, see pg. 2) <input type="checkbox"/> I have a Storage Lien under Va Code § 46.2-644.01 in the amount of \$ _____ <input type="checkbox"/> I have a Mechanic's Lien under Va Code § 46.2-644.02 in the amount of \$ _____ DATE YOU TOOK POSSESSION OF VEHICLE (mm/dd/yyyy): _____ Total \$ _____	Was this vehicle towed at the direction of law enforcement? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, enter date towed (mm/dd/yyyy): _____

MECHANIC OR STORAGE FACILITY RECORDING LIEN				
NAME OF COMPANY HOLDING VEHICLE			COMPANY TELEPHONE NUMBER	
STREET ADDRESS		CITY	STATE	ZIP CODE
FEIN OR SOCIAL SECURITY NUMBER <small>(Required by the State Comptroller for debt off-set purposes per Va Code §§2.2-803, 2.2-4807, et.al)</small>		USE AGREEMENT NUMBER (if applicable)		ACCESS CODE (if applicable)
STREET ADDRESS WHERE VEHICLE IS HELD (if different from above)		CITY	STATE	ZIP CODE TELEPHONE NUMBER

VEHICLE RECORD REQUEST		
This is to request that DMV furnish information from its files on the above-described vehicle in accordance with Va. Code §§46.2-644.01, 46.2-644.02 and 46.2-644.03. I understand that it is unlawful to use information provided by DMV for any purpose other than the one stated. I certify that the information I have requested with this form will be used only for the stated purpose. I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and correct. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.		
AUTHORIZED MECHANIC OR STORAGE LIENHOLDER NAME (print)	SIGNATURE	DATE(mm/dd/yyyy)

TITLING SERVICE INFORMATION			
Complete the information below only if a titling service is submitting this request on behalf of the lienholder.			
TITLING SERVICE NAME			TELEPHONE NUMBER
STREET ADDRESS		CITY	STATE ZIP CODE
FEIN OR SOCIAL SECURITY NUMBER <small>(Required by the State Comptroller for debt off-set purposes per Va Code §§2.2-803, 2.2-4807, et.al)</small>		USE AGREEMENT NUMBER (if applicable)	
ACCESS CODE (if applicable)			
AUTHORIZED TITLE SERVICE REPRESENTATIVE NAME (print)	SIGNATURE	DATE(mm/dd/yyyy)	

DMV USE ONLY	
DMV recognized the NADA Official Used Car Guide trade in value: \$ _____	
NADA Trade in Value: (Check applicable box.) <input type="checkbox"/> \$12,501 to \$25,000 (Must petition General District Court) <input type="checkbox"/> \$3,000 or less and \$3,001 to \$12,500 <input type="checkbox"/> \$25,001 or more (Must petition the Circuit Court)	
Vehicle Value was determined by: <input type="checkbox"/> MSL Transcript (attached) <input type="checkbox"/> NADA Online Trade-In Value Web Page (printout attached) <input type="checkbox"/> Independent Appraisal - NADA Trade-in Value is \$3000 or less; No record of owner or lienholder on DMV record; Vehicle is 6 years or older	
Vehicles that meet any of the following criteria must be processed by DMV Headquarters Titling Work Center • Have no NADA value or transcript • NADA trade value is \$25,001 or more • Vehicle age is 5 years or newer	

Note: The NADA trade-in value is used to determine the Mechanics and Storage Lien Applicant Requirements as outlined on page 2.

DEFINITIONS

For the purposes of a mechanic's and/or storage lien, the following definitions apply:

Trade in Value -- The vehicle value as determined by the NADA OFFICIAL USED CAR GUIDE.

Public Place -- A premises or agency open to the public and owned by the Commonwealth of Virginia, or a political subdivision thereof, or an agency of either, that is open to the general public Virginia county, city, or any other Virginia political subdivision, where postings are permitted.

Independent Appraiser -- Someone who provides the MSL applicant with an estimated trade-in value appraisal and does not gain income or have personal or business related interest in the ownership or sale of the vehicle.

MECHANIC OR STORAGE LIEN APPLICANT REQUIREMENTS

Note: If the MSL transcript indicates the vehicle owner is active duty military, a court order from a court in the MSL applicant's jurisdiction, regardless of the value of the vehicle, must be submitted with application at the time of titling. A copy of original repair bill/invoice is required when applying for an MSL transcript.

NADA Trade-In Value	Instructions
<p>\$12,500 or less</p>	<ul style="list-style-type: none"> • Apply for MSL vehicle transcript at a Customer Service Center or via Extranet (for users with Use Agreement), and • Notify all vehicle owner(s) and lienholder(s) by certified or registered mail (return receipt requested) of the intent to sell the vehicle at least 10 days prior to the auction, and <ul style="list-style-type: none"> ◦ If the owner of the property is a nonresident or owner's address is unknown (no record found), a notice is required to be served by posting a copy in <u>three</u> of any of the following places in any combination: (i) post notice in one or more public places in the county or city where the property is located; (ii) one or more websites operated by the Commonwealth, the county or city where the property is located, or a political subdivision of either; or (iii) one or more newspapers of general circulation in the county or city where the property is located, either in print or on their websites. • MSL applicant must hold the vehicle in their possession for a minimum of 30 days, and • Advertise the date, time and place of auction along with the terms of the auction in at least one public place at least 10 days prior to the auction date, and • Once sold, provide purchaser documentary evidence of compliance with all MSL requirements for titling, as listed on VSA 41.
<p>Exception \$3,000 or less and ALL of the following applies:</p> <ul style="list-style-type: none"> • NADA Trade-In Value is \$3,000 or less • No record of owner or lienholder exists on DMV's record • Vehicle is 6 years or older than current model year • Vehicle held in applicant's custody for 30 or more days 	<ul style="list-style-type: none"> • Apply for MSL vehicle transcript at a Customer Service Center or via Extranet (for users with Use Agreement). • Show proof of vehicle was in MSL applicant possession a minimum of 30 days • Submit application and required documents for title or nonrepairable certificate or sell vehicle <p>IMPORTANT: If an owner or lienholder exists on the vehicle record, this exception does NOT apply. Owner and/or lienholder must be notified and auction held according to MSL guidelines.</p>
<p>\$12,501 To \$25,000</p>	<ul style="list-style-type: none"> • Apply for MSL vehicle transcript at a Customer Service Center or via Extranet (for users with Use Agreement). • Notify all vehicle owner(s) and lienholder(s) by certified or registered mail (return receipt requested) of the intent to sell the vehicle at least 10 days prior to the auction. <ul style="list-style-type: none"> ◦ If the owner of the property is a nonresident or owner's address is unknown (no record found), a notice is required to be served by posting a copy in <u>three</u> of any of the following places in any combination: (i) post notice in one or more public places in the county or city where the property is located; (ii) one or more websites operated by the Commonwealth, the county or city where the property is located, or a political subdivision of either; or (iii) one or more newspapers of general circulation in the county or city where the property is located, either in print or on their websites. • Hold the vehicle in MSL applicant possession a minimum of 30 days. • Advertise the date, time and place of auction along with the terms of the auction in at least one public place at least 10 days prior to the auction date. • Petition the General District Court in the city or county where the vehicle is located to order the vehicle sale, and • Be granted the petition by the court, and • Hold auction through the sheriff of the jurisdiction once the sale is ordered, and • Request sheriff complete an affidavit of compliance (3rd page of the VSA 41) acknowledging vehicle was auctioned/sold in compliance with the court order.
<p>Exceeds \$25,000</p>	<ul style="list-style-type: none"> • Apply for MSL vehicle transcript at a Customer Service Center or via Extranet (for users with Use Agreement). • Notify all vehicle owner(s) and lienholder(s) by certified or registered mail (return receipt requested) of the intent to sell the vehicle at least 10 days prior to the auction. <ul style="list-style-type: none"> ◦ If the owner of the property is a nonresident or owner's address is unknown (no record found), a notice is required to be served by posting a copy in <u>three</u> of any of the following places in any combination: (i) post notice in one or more public places in the county or city where the property is located; (ii) one or more websites operated by the Commonwealth, the county or city where the property is located, or a political subdivision of either; or (iii) one or more newspapers of general circulation in the county or city where the property is located, either in print or on their websites. • Hold the vehicle in MSL applicant possession a minimum of 30 days. • Advertise the date, time and place of auction along with the terms of the auction in at least one public place at least 10 days prior to the auction date. • Petition the Circuit Court in the city or county where the vehicle is located, to order the sale of the vehicle, and be granted the petition by the court and • Hold auction through the sheriff of the jurisdiction once the sale is ordered, and • Request the sheriff to complete an affidavit of compliance (3rd page of VSA 41) acknowledging the vehicle was auctioned/sold in compliance with court order.

MECHANICS OR STORAGE LIEN APPLICATION

VEHICLE DISPOSITION

Check the applicable box to indicate what you plan to do with the vehicle

- Sell Vehicle
 Purchase/Title vehicle in my name
 Vehicle is non-repairable

All applicants must present a completed VSA 17A or VSA 57, VSA 41, the DMV Record Search Results and all required documentation according to the vehicle's value. Check documents presented:

- Completed VSA 17A
 Completed VSA 57
 Completed VSA 41
 DMV Record Search Results

DMV USE ONLY - DOCUMENTS REQUIRED TO TITLE

Section	NADA Trade-In Value	Documents Required to Title
1	\$12,500 or less (Vehicle is 6 model years or older than the current model year)	<input type="checkbox"/> MSL Transcript issued by DMV <input type="checkbox"/> NADA Trade-In Value screen print if found online at NADA website <input type="checkbox"/> VSA 41, VSA 17A or VSA 17B with fees, or VSA 57 (no fee) <input type="checkbox"/> Bill of sale from mechanic/storage lienholder holding auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less <input type="checkbox"/> Copy of posted public auction notice and location of the auction <input type="checkbox"/> Copy of newspaper and/or web posting (if applicable) <input type="checkbox"/> Copy of original repair bill/invoice or storage bill/invoice <input type="checkbox"/> Proof MSL applicant held vehicle in continuous custody for at least 30 days <input type="checkbox"/> Copy of actual letter sent, and certified/registered mail return receipt (if delivered), or certified/registered letter (unopened) with return receipt attached (not delivered)
Section 1 Exception		
	\$3,000 or less No Vehicle Record Found	<input type="checkbox"/> MSL Transcript showing "No Record Found" issued by DMV <input type="checkbox"/> VSA 41 <input type="checkbox"/> VSA 17A or VSA 17B with fee, or VSA 57 (no fee required) <input type="checkbox"/> Bill of sale from mechanic/storage lienholder holding auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less <input type="checkbox"/> Proof MSL applicant held vehicle in continuous custody for at least 30 days
2	\$12,501 To \$25,000 (Vehicle is 6 model years or older than the current model year)	<input type="checkbox"/> MSL Transcript issued by DMV <input type="checkbox"/> NADA Trade-In Value screen print if found online at NADA website <input type="checkbox"/> VSA 41, VSA 17A or VSA 17B with fees, or VSA 57 (no fee) <input type="checkbox"/> Bill of sale from mechanic/storage lienholder holding auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less <input type="checkbox"/> Copy of posted public auction notice and location of the auction <input type="checkbox"/> Copy of newspaper and/or web posting (if applicable) <input type="checkbox"/> Copy of original repair bill/invoice or storage bill/invoice <input type="checkbox"/> Proof MSL applicant held vehicle in continuous custody for at least 30 days <input type="checkbox"/> Copy of actual letter sent, and certified/registered mail return receipt (if delivered), or certified/registered letter (unopened) with return receipt attached (not delivered) <input type="checkbox"/> The court order granted by General District Court <input type="checkbox"/> Affidavit from sheriff stating that the vehicle was sold in compliance with the courts order (VSA 41, page 3)
3	Exceeds \$25,000 (regardless of model year)	<input type="checkbox"/> MSL Transcript <input type="checkbox"/> NADA Trade-In Value screen print if found online at NADA website <input type="checkbox"/> VSA 41, VSA 17A or VSA 17B with fees OR VSA 57 (no fee required) <input type="checkbox"/> Bill of sale from mechanic or storage lienholder who held auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less <input type="checkbox"/> Copy of posted public auction notice and location of the auction <input type="checkbox"/> Copy of newspaper and/or web posting (if applicable) <input type="checkbox"/> Copy of original repair bill/invoice or storage bill/invoice <input type="checkbox"/> Proof of vehicle was in his/her continuous custody for at least 30 days. <input type="checkbox"/> Copy of actual letter sent, and certified/registered mail return receipt (if delivered), or certified/registered letter (unopened) with return receipt attached (not delivered) <input type="checkbox"/> The court order granted by Circuit Court <input type="checkbox"/> Affidavit from sheriff stating that the vehicle was sold in compliance with the courts order (VSA 41, page 3)
4	No NADA Trade-In Value Found By DMV	<input type="checkbox"/> Mail MSL title or nonrepairable application and all documents to support the vehicle's value directly to the Titling Work Center, or drop at a CSC to be scanned to Titling Work Center.