

Application for Mechanic's Lien and Auctioneer's Certification

READ THE IMPORTANT INSTRUCTIONS ON THE LAST PAGE.

Garage or Lienholder Information and Certification

Name of Garage or Lienholder		Street Address		City	State	Zip Code
Name of Person/Org leaving vehicle for repairs		Street Address		City	State	Zip Code
Explain how you acquired the vehicle						
Name(s) of Vehicle Owner(s)		Street Address		City	State	Zip Code
Year of Vehicle	Make	Body Style	Vehicle Identification Number		Dealer Number	
State & Tag No. (write none if none)		Date Vehicle Left for Repairs or Storage		Amount Owed	Book Value	
Lien Arises From Charges Incurred For: (select all applicable boxes)						
<input type="checkbox"/> Repair <input type="checkbox"/> Storage-with owner's written consent <input type="checkbox"/> Tires/other parts or accessories						

I/we certify to the best of my/our knowledge that the odometer reading is _____ (no tenths) and reflects the actual mileage of the vehicle unless one of the following statements is checked.

☐ The amount of mileage stated is in excess of mechanical limits.

☐ The odometer reading is not the actual mileage.

I/we further certify, under penalty of perjury that notice of sale was given and that I/we have full complied with the applicable provisions of Title 16 of the Commercial Law Article and that the statements made herein are true and correct to the best of my/our knowledge, information and belief; and I/ we will indemnify and save harmless the Maryland Motor Vehicle Administration should any legal action arise as a result of the issuance of a title.

If the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.

Signature of Garage Owner or Person Having Lien	Printed Name	Capacity	Date
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Auctioneer's Certification to be completed by the Auctioneer on the date of the auction

Name of Auctioneer	License Number	Street Address	City	State	Zip Code
Name of Auction Winner	Auction Winner's Address		City	State	Zip Code
Purchase Price					
No Bid					

Auctioneer	Auction Winner/New Owner
<p>I, the undersigned auctioneer, hereby certify that the vehicle described above was not sold to at auction.</p> <p>I, the undersigned auctioneer, hereby certify that the vehicle described has been sold to the successful bidder named at the time, date, purchase price and place specified. I also certify that I have complied with the applicable statutes governing the licensing and regulation of auctioneers in the jurisdiction in which the sale of the above described vehicle occurred.</p> <p>_____ Auctioneer Signature Printed Name Date</p>	<p>I certify that I am the recipient of the vehicle described for the purchase price and/or book value stated, have verified the vehicle identification number and odometer reading above.</p> <p>I certify that I am the successful bidder of the vehicle described for the purchase price stated, and have verified the vehicle identification number and odometer reading above.</p> <p>_____ New Owner Signature Printed Name Date</p>
<p>Subscribed and sworn to by me:</p> <p>This _____ day of _____ year _____.</p> <p>_____ Notary Public Signature Printed Name Date</p>	<p>My Commission Expires:</p> <p>Place Seal Here</p>

Instructions for Processing a Mechanic's Lien

Important notes:

- If a vehicle has been abandoned on any property, a Mechanic's Lien CANNOT be processed. You must contact your local Police Department.
- For trailers, use form [VR-135](#) instead of VR-100.
- Charges must be unpaid for **30 days** and notification letters must be sent at least **10 days** before the auction.
- If a vehicle owner disputes the charges, they may file a replevin action in the District Court. A new title **will not** be issued until the case is legally resolved.

The procedures below must be followed:

- **Notify all lienholders first.**
- Charges for repairs, rebuilds, or storage must be **unpaid for 30 days** before filing a Mechanic's Lien.
- For storage liens, include a signed storage contract or a statement from the mechanic lien or third-party company.
- Obtain a **non-certified vehicle and registration record** to identify all owners and lienholders
 - ◊ Visit: <https://publicrecords.mva.maryland.gov>, OR apply in person at any full-service MVA OR mail form [DR-057](#) to MVA Certified Copies, Room 202, 6601 Ritchie Highway, Glen Burnie, MD 21062.
 - ◊ A fee applies per record.
 - ◊ If the vehicle is registered out-of-state, contact the state for title and registration records.

Notice of Sale:

- At least **10 days before the auction**, send notice by **registered or certified mail (return receipt requested)** to:
 - ◊ Each vehicle owner (**separate letters required**)
 - ◊ All lienholders
 - ◊ MVA Mechanic's Lien Unit
 - ◊ The individual(s) who left the vehicle for repairs
- The notice must include:
 - ◊ Vehicle **year, make, and VIN**
 - ◊ The **time, date, and location** of the auction
- A public auction must be held between **10:00 a.m. and 6:00 p.m.** in a location accessible to the public.
- Publish a **newspaper notice once a week for two consecutive weeks** before the sale in a newspaper covering the county (or Baltimore City) where the auction will be held.
 - ◊ If the advertisement is incorrect, you must re-advertise and resend certified letters before proceeding with the auction.

Auction Requirements:

- Auctions in **Anne Arundel County, Baltimore County, and Baltimore City** must have a **licensed auctioneer**. Other counties may use an **acting auctioneer** with a completed auctioneer's receipt.

After the Auction:

- **Completed VR-100 form** (Certification of Mechanic's Lien and Auctioneer's Receipt, this form).
 - ◊ A notary is required if the vehicle is 7 years or newer.
- **A copy of the newspaper ad** and certification confirming it was published twice.
 - ◊ **Highlight** the VIN on the submitted advertisement for each vehicle.
- **Digital photo of the VIN or pencil tracing of the VIN**
- **For storage and mobile home liens ONLY** – a notarized affidavit of VIN verification on letterhead
- **Original signed postal receipt** and copy of the letter sent (or the original unclaimed/unopened letter)
- **Work order or storage agreement signed by the vehicle owner** (or a Mechanic Lien or Third-Party Company statement confirming storage under an insurer's agreement)
- **Completed VR-005** (Application for Certificate of Title) by the winner or new recipient
- If you are using a source other than National Automobile Dealer's Association (NADA) to determine book value, provide a copy of the book value determination

Sample of advertisement that must appear in legal section of local newspaper:

Mechanic's Lien:
2021 Honda Civic VIN J12AB1234C123456
Date and time of Auction: March 4, 2025 at 10:00 a.m.
Place: Joe's Repair Shop, 123 Main Street, Your City, State, 12345

Sample of Letter:

Motor Vehicle Administration
Attn: Mechanic's Lien Unit
6601 Ritchie Highway
Glen Burnie, Maryland 21062

On ____ (date) ____ at ____ (time am/pm) ____ we will sell at public auction a ____ (year, make and vehicle identification number) ____ . The auction will be held on the premises of ____ (business or lienor's name and address) ____ .

Sincerely,
(Signature and phone number of Business, Mechanic or third-party company)