

**Application for Mechanic's Lien and Auctioneer's Certification**

READ THE IMPORTANT INSTRUCTIONS ON THE BACK. The following section is to be completed by the garage or person having the lien.

Name of garage or person having lien		Street Address		City	State	Zip Code
Name of Person/Company/Organization 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 or Town	County	State Zip Code
Year of Vehicle	Make	Body Style	Vehicle Identification Number			
State & Tag No. (If None, Indicate)		Date Vehicle Left for Repairs or Storage		State Amount Owed \$		
Lien Arises From Charges Incurred For: (Check Applicable Block)						
<input type="checkbox"/> Repair		<input type="checkbox"/> Storage-with owners written consent		<input type="checkbox"/> Tires/Other parts or accessories		
<p>I/we certify to the best of my knowledge that the odometer reading is _____ (no tenths) and reflects the actual mileage of the vehicle unless one of the following statements is checked. <input type="checkbox"/> The amount of mileage stated is in excess of mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage.</p> <p>I/we further certify, under penalty of perjury that notice of sale was given and that I/we have fully 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.</p> <p><u>If the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.</u></p>						
Signature of garage owner or person having lien		Printed Name		Capacity	Date	

**Auctioneer's Certification to be completed by the Auctioneer on the Date of the Auction**

Name of Auctioneer				License Number (if applicable)		
Street Address				City	State	Zip Code
Date of Public Sale	Time of Sale	Place of Sale		City	State	Zip Code
Purchase Price	Name of successful bidder	Address of the successful bidder		City	State	Zip Code
I, the undersigned auctioneer, hereby certify that the vehicle described above 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.				I certify that I am the successful bidder of the vehicle described for the purchase price stated, have verified the vehicle identification number, and odometer reading above.		
Signature of Auctioneer		Date		Signature of Successful Bidder		Date
Printed Name of Auctioneer				Printed Name of Successful Bidder		
Subscribed and sworn to by me: This _____ day of _____ year _____				Subscribed and sworn to by me: This _____ day of _____ year _____		
Notary Public Signature				Notary Public Signature		
Notary Public Printed Name				Notary Public Printed Name		
My Commission Expires  Place Seal Here				My Commission Expires  Place Seal Here		

**Purchaser: Use Application for Title (Form VR-005) for new title.**

6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062

For more information visit our website at [www.mva.maryland.gov](http://www.mva.maryland.gov), call 410-768-7000 or TTY for the hearing impaired: 1-800-492-4575.

## INSTRUCTIONS FOR PROCESSING A MECHANIC'S LIEN

*If a vehicle has been abandoned on any property, a Mechanic's Lien **CANNOT** be processed. You must contact your local Police Department. When the vehicle is a trailer, please use form VR-135 (Trailers only) in place of the VR-100.*

*Charges must go unpaid for thirty (30) days and letters must be sent at least ten (10) days prior to the sale.*

*If a vehicle owner disputes the amount of the charges, he/she may institute an action of replevin in the District Court. A new title will not be issued until the case has been decided by law.*

### The procedures below must be followed:

- All lien holders must be notified FIRST.
- Charges for repairs, rebuilds or storage must go unpaid for a period of thirty (30) days. A Mechanic's Lien application for storage, must be accompanied by a storage contract by the owner(s) or, if applicable, a written statement from the lienor that the lienor stored the vehicle in accordance with an agreement with an insurer.
- Obtain a non-certified copy of the vehicle and current registration record to ascertain all vehicle owner(s) and lien holder(s). You may apply in person at any full service MVA or by mailing the Request for Motor Vehicle Administration Records (form DR-057) to the MVA, Certified Copies, Room 206, 6601 Ritchie Highway, Glen Burnie, MD 21062. There is a fee per record. If the vehicle has an out-of-state license plate or you have knowledge the vehicle could be registered out-of-state, you must contact the state in question for a copy of title and registration record.
- Notice of Sale: At least ten (10) days prior to the date of the auction, notice must be given by registered or certified mail return receipt requested (only the addressee's signature or an individual acting as agent will be accepted). The person(s) or business claiming lien, must send notification to:
  - each vehicle owner must receive a separate letter
  - all of the lien holder(s)
  - MVA Mechanic's Lien Unit
  - the individual(s) who left the vehicle for repairs
- The Notification letter must contain the vehicle year, make, vehicle identification number (VIN) and the time, date and location of sale. The vehicle must be sold at a public auction in a place convenient to the general public, specifically between the hours of 10:00 a.m. and 6:00 p.m. Notice must be given by publishing it once a week for **two (2) successive weeks immediately preceding the sale** in one or more newspapers of general circulation in the county or city in which the work was done. **If the newspaper advertisement is incorrect, you will have to re-advertise and send certified letters again before the vehicle can be auctioned.**
- A copy of the newspaper notice must accompany the application for title or provide details of the notification process on the completed application.

*Note: Anne Arundel County, Baltimore County and Baltimore City must have a licensed Auctioneer. All other counties need to have an acting auctioneer complete the auctioneer's receipt. (A licensed auctioneer is not required).*

- After the Auction, send the following to the MVA.
  - Certification of Mechanic's Lien and Auctioneer's Receipt (VR-100) completed.
  - Copy of the newspaper advertisement and certification from the newspaper that the ad ran twice.
  - Digital Photo or Pencil tracing of the Vehicle Identification Number (VIN).
  - Original signed postal receipt and copy of letter sent or the original unclaimed and unopened letters.
  - A work order authorized by vehicle owner(s), a storage agreement that is signed by vehicle owner(s), or, if applicable, a written statement from the lienor that the lienor stored the vehicle in accordance with an agreement with an insurer.
  - Application for Certificate of Title (VR-005) completed in full by the successful bidder.

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

Mechanic's Lien:  
1993 Chevrolet VIN J81RF3272H9554543  
Date and time of Auction: October 18, 2009 at 10:00 a.m.  
Place: Joe's Repair Shop  
52 North Elm Street  
Baltimore, Maryland 21218

### Sample of Letter:

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

On \_\_\_\_\_ at \_\_\_\_\_ we will sell at public auction a \_\_\_\_\_ .  
(Date) (time a.m./p.m.) (year, make and vehicle identification number)

The auction will be held on the premises of \_\_\_\_\_ .  
(Business or Lienors Name and Address)

Sincerely,  
(Signature and Phone Number of Lienor)

### Third Party Lienor Certification

I certify under penalty of perjury, that notification has been given to all holders of Security Interests in the vehicle listed on the face of this application and that the proceeds of the sale have been applied as specified in Section 16-207 of the Commercial Law Article.

Signature of Third Party \_\_\_\_\_

Date \_\_\_\_\_

Name of Business \_\_\_\_\_



Apply to register to vote with your driver's license transaction. For details ask your customer agent.