

D-01-22-01

Date: January 19, 2022
Bulletin: All Dealers
From: Business Licensing and Compliance
RE: Application for Title Upon Completion of Payoff

The Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) has been made aware that at times dealers have encountered problems obtaining the clear title after they have paid off the lender for a vehicle acquired through the trade process. For all lenders participating in the electronic lien system (ELS) once a lien is satisfied a clear title will be sent out. The clear title will go to the original owner's listed address unless the lender uses the "one time mailing address" to have the clear title sent to the dealer. Currently, when this does not happen dealers are requesting a duplicate title.

When a dealer has acquired a vehicle through the trade process, satisfied the loan and are now looking to resale the vehicle and the new owner is titling in Maryland, the below process can be used when the dealership has not received the clear title.

- You will use the affidavit in lieu of title form VR-449A to replace the clear title
- When processing the transaction via ERT, do not select affidavit in lieu of title, please select "MD Ownership".
- As a part of the ERT paperwork you will include proof of vehicle ownership and lien satisfaction. The below list of documents that may be presented to fulfill this request.
 - o Copy of Certificate of Title showing the lien with the completed reassignment to dealer (including all applicable signatures).
 - o Copy of the Retail Purchase Agreement documenting the Trade-in.
 - o Pay Off Notice from Lienholder to Dealer
 - o Power of Attorney

All these documents must be included with your ERT paperwork. Again, this process ONLY applies to intrastate ownership transfers where the dealership paid the vehicle off and did not receive the clear MD title.

If you have any questions, please contact us at 410-787-2950 or mvablesd@mva.maryland.gov