



**STATE OF FLORIDA
DEPARTMENT OF
HIGHWAY SAFETY AND MOTOR VEHICLES
TALLAHASSEE, FLORIDA 32399-0500**

ELECTRONIC LIEN AND TITLE PROGRAM

MEMORANDUM OF UNDERSTANDING

THIRD PARTY PROVIDER

1. This agreement is between the Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services, hereinafter referred to as the Department, and _____, whose mailing address is _____, hereinafter referred to as a Third Party Provider.
2. The Electronic Lien Transaction (ELT) program secures liens within Florida electronically and allows electronic lien participants to maintain the electronic liens from their designated facility through an ELT Third Party Provider pursuant to Section 319.24, Florida Statutes.

3. The Vendor/Lienholder's responsibilities are to ensure the same title documents required to apply for a paper title, which are also required for an electronic title, are being utilized. Title documents will be entered into the Department's computer system and are handled and examined the same as if paper titles were to be issued. The change will occur when the title is ready to be issued. Instead of issuing a paper title certificate, an electronic notification will be sent to the Lienholder.
4. A Lienholder may choose to utilize a third party service provider for software and record management needs. When perfecting liens, a Lienholder using a third party service provider will send loan information to the service provider. Then, the Department will send electronic title and lien notifications to the third party service provider, where the transactions will be matched and records maintained. When the lien(s) are satisfied, the third party service provider will forward lien satisfactions from the lienholder to the Department and will receive an electronic confirmation from the Department. A third party service provider also provides reporting services for a Lienholder.
5. The purpose of this agreement is to establish the parameters for the use of the Department Electronic Lien Holder and Title Program Process, hereinafter referred to as ELT, by the Third Party Provider and the Department. Both parties agree the successful outcome of this project is of economic benefit to both parties and therefore agree to be bound by the terms and conditions set forth herein. This agreement includes and incorporates all terms, conditions, and definitions made between the Department and the Third Party Provider for this project. Any amendment or modification to this agreement shall be in

writing, duly executed by each party's authorized official which shall become effective at a time mutually agreed upon by the parties.

6. This agreement shall become effective on the date of execution and shall continue in force until modified, amended or terminated.
7. This agreement is subject to any restrictions, limitations or conditions enacted by the Florida Legislature, which may affect any or all terms or provisions of this agreement in any manner. The Third Party Provider agrees that upon written notice from the Department of any such restrictions, limitations or conditions as may be enacted by the Florida Legislature will constitute a modification or amendment to this agreement until such time as they are put in writing and duly executed by each party's authorized official as required in paragraph three (3) of this agreement. The Department will advise the Third Party Provider of any such actions taken by the Florida Legislature as soon as possible, but lack of notification by the Department does not negate the legal requirement to comply with all applicable provisions of law. The Third Party Provider may immediately terminate this agreement if it decides not to comply with the modifications or amendments to this agreement.
8. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on either party.
9. This agreement is subject to the right of either party to terminate the agreement at any time without cause by giving the other party at least thirty (30) calendar days prior

written notice of such termination. Notice is effective from the date sent by facsimile (FAX) transmission or, if served by mail, five (5) days from the date of mailing. Termination initiated by the Third Party Provider must be directed to the attention of the Director, Bureau of Issuance Oversight, Neil Kirkman Building, 2900 Apalachee Parkway, Rm A334A, MS 68, Tallahassee, Florida 32399-0500. Termination initiated by the Department must be directed to the attention of _____.

_____ ,

_____ .

10. This agreement is not assignable by the Third Party Provider either in whole or in part, without the written consent of the Department.

11. The Third Party Provider agrees that this agreement is subject to section 119.0712 (2), Florida Statutes, and the Federal Driver’s Privacy Protection Act (18 U. S. C. § 2721 et seq.), including any amendments thereto effective after the execution of this agreement. The Third Party Provider further agrees that all personal information governed by these statutes disclosed to the Third Party Provider under this agreement will be used or redisclosed by the Third Party Provider only as permitted by these statutes. Any use or redisclosure of such personal information by the Third Party Provider except as permitted by these statutes will result in the Department terminating this agreement. Furthermore, the Third Party Provider will fully indemnify and hold harmless the Department, its officers and employees for any damage or loss resulting from the Third Party Provider’s unauthorized use or redisclosure. Notwithstanding any other time limits herein, the Department may terminate this agreement for such unauthorized use or disclosure by

written notice to the Third Party Provider, such notice to be effective upon facsimile (FAX) transmission to Third Party Provider or five (5) days from the date of mailing of such notice.

12. The transmission of on-line file transfer to Third Party Provider by the Department and to the Department by the Third Party Provider will be accomplished utilizing Secure File Transfer Protocol (SFTP) in a format designated by the Department.
13. The Third Party Provider agrees to participate in structure testing as established by the Department. Further, it is expressly understood that ELT participation is subject to passing the structure test and no ELT transactions will be accepted until the Department Information Service Administration, herein referred to as ISA, advises them in writing all requirements have been satisfied and activates a mail box.
14. The Third Party Provider by executing this document agrees to be bound by all of the terms and provisions of Memorandum of Understandings executed by each of their clients and the Department. Further, they agree to be bound by all amendments to such Memorandums of Understanding.
15. All costs incurred by the Third Party Provider to participate in ELT will be its sole responsibility.

16. The Third Party Provider agrees to post a \$50,000 surety bond or in lieu of a surety bond a \$50,000 irrevocable letter of credit for all activities in Florida under the ELT program as outlined herein and the Department must be named as an insured under such surety bond or Beneficiary in the irrevocable letter of credit. If an irrevocable letter of credit is used in lieu of a surety bond, it must be issued by a bank authorized by the Florida Department of Financial Services to do business in the State of Florida as a bank. The bonding company as surety or bank issuing the irrevocable letter of credit must indemnify the Department as obligee or beneficiary for any loss or damages it may sustain by reason of failure or default on the part of the Third Party Provider as principal to adhere to the provisions of this Memorandum of Understanding. If this Memorandum of Understanding is terminated by the Third Party Provider or the Department, the \$50,000 Surety bond or irrevocable letter of credit must remain in effect for one year after cessation of business activities to cover any loss or damages that may arise.

17. The Department will assign each Third Party Provider a unique identifier. Every day the Third Party Provider will log on to a secure bank site and view a sequentially numbered report showing the fee amount owed for the previous days requests to convert an electronic title to a paper certificate of title. The Third Party Provider will process and authorize a debit from their bank account for the total amount due daily. This debit will be deposited into the Department of Highway Safety Motor Vehicles designated as Department of Financial Services Treasury account.

18. Except to the extent the Department or its officers, employees or agents are liable under section 768.28, Florida Statutes, the Third Party Provider agrees to indemnify and hold harmless the Department and its officers, agents and employees from any and all claims, actions, damages or losses which may be brought or alleged against Department, its employees or agents for unauthorized disclosure of information, error or omissions, or delays, or from equipment, software or communication failures, except such failure due to force majeure arising from the activities performed as described in this agreement.
19. The Department shall not be liable for any error or transmission of inaccurate information by the Third Party Provider or any third party vendor of the Third Party Provider resulting in erroneous release or satisfaction of lien by any the Department. The Third Party Provider agrees to indemnify and hold harmless the Department, its officers and employees for any damage or loss, if any, sustained by the Department or any other party due to such error or transmission.
20. This agreement is entered into in the State of Florida and is governed by the provisions of the laws of the State of Florida.

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In witness whereof, the undersigned have caused the agreement to be executed by their authorized officials as of the date last written below.

Printed name
Florida Department of Highway Safety and Motor Vehicles

Signature
Florida Department of Highway Safety and Motor Vehicles

Date

Printed name

Signature

Date

Title_____

Company_____

FEID# _____

E-mail Address_____

This agreement has been approved by the Office of the General Counsel, Department of Highway Safety and Motor Vehicles as to form and legality, subject only to full and proper execution by the parties.