

Motor Vehicle Procedure Manual

Title and Lien

Application for Certificate of Title for Federally Donated State Surplus Motor Vehicle or **Mobile Home**

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Legal Authority

Section 319.23, Florida Statutes, Motor vehicles or **mobile homes** owned by the federal government that have been donated to the state of Florida, and may be sold as surplus property by the state are to be titled to the purchaser under the provisions of this section.

Description and Use

This procedure provides information and instructions to assist employees of the Tax Collector, License Plate Agency, and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) with issuance of a certificate of title for federally donated state surplus motor vehicles or **mobile homes**.

Required Documentation and Special Instructions

- A. The following documentation must be submitted to a **local** tax collector's office or **license plate agent** to apply for a Florida Certificate of Title:
 - 1. A Certificate to Obtain Title to a Vehicle, on form SASP-97, which contains a description of the motor vehicle including the make, year and vehicle identification number

transferred to the city, county, state agency or individual that purchased the motor vehicle **or mobile home.**

or,

2. Standard Form 97, US Government Certificate to Obtain Title to a Vehicle (US Government Bill of Sale) which contains a description of the motor vehicle including the make, year and vehicle identification number.
3. Form [HSMV 82040, Application for Certificate of Title with/without Registration](#) completed by the purchaser(s).
4. If the motor vehicle is not registered in Florida, submit form HSMV 82042, Vehicle Identification Number and Odometer Verification, completed by the purchaser(s) with the motor vehicle identification number verified by one of the four officials shown on the lower portion of the form.

Form HSMV 82040 may be used in lieu of the above listed form HSMV 82042.

or,

An affidavit from the seller(s) and the purchaser(s) verifying that the motor vehicle identification number shown on the affidavit is identical to the vehicle identification number shown on the motor vehicle.

Verification is not required for any mobile home, any trailer or semi-trailer with a net weight of less than 2,000 pounds; or any travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.

5. Florida sales tax or specify the sales tax information on form HSMV 82040.
6. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit completed by the purchaser, the mobile home or RP decal number purchased for the mobile home or the RP decal transferred to the mobile home. A non-use affidavit is not acceptable for a mobile home.
7. Title fees.

Miscellaneous Information

1. When an application for a certificate of title is received **and** form **SASP-97 Certificate to Obtain Title to a Vehicle or Standard Form 97, US Government Certificate to Obtain Title to a Vehicle** is used as proof of ownership, **a vehicle identification number inquiry should be made to determine if the vehicle or mobile home has been previously titled in Florida.** If a **previous Florida record is found, the current transaction should be processed using the previous title number.** If there is no **previous Florida record found, issue the title as an Original Used (ORT).**
2. The Non-Game Wildlife fee is not required on an application for **certificate** of title supported by form **SASP-97** or Standard Form 97. **Enter GS (Government Services Administration) as the previous title state to waive this fee.**
3. **The United States Government Certificate of Title to a Vehicle Standard Form 97 is equivalent to a certificate of title or a Manufacturer Certificate of Origin (MCO).** If a dealer purchases a motor vehicle or **mobile home** at a US Government sale and is issued a Standard Form 97 the dealer does not have to take the title to the motor vehicle. Standard Form 97 can be reassigned from dealer to dealer using form HSMV 82994, Motor Vehicle Dealer Title Reassignment Supplement, until it is purchased by an individual.
4. **A Certificate to Obtain Title to a Vehicle, form SASP-97, was created by the State Agency for Surplus Property (SASP) Program, Florida Department of Management Services. This form was approved by GSA giving State agencies the option to use to the Standard 97 or their own form. Florida elected to develop and use the SASP-97 in lieu of Standard form 97 issued by the government.**
5. **The Odometer Disclosure Statement on SASP-97 and Standard Form 97 should show the printed name of the governmental agency that is selling the vehicle and not an individual's name. The authorized agent for that agency must sign and print their name in the appropriate area.**
6. **A documentation check list is attached to this procedure as Exhibit A.**
7. **Certificate to Obtain Title to a Vehicle, form SASP-97, Exhibit B.**
 - **The Certificate to Obtain Title to a Vehicle is emailed to the customers “donees”, no hard copies are mailed.**
8. US Government Certificate to Obtain Title to a Vehicle, Standard Form 97, Exhibit C.

Revision(s) to Procedure

Updated: Miscellaneous section items (1-7) and new Exhibit B SASP-97.

07/16/20: Conducted statutory review, added links to statute, forms, and exhibits. Added Historical Revisions section.

Revision Date: 11/08/21
Effective Date: Immediately

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Exhibit A Federally Donated State Surplus Motor Vehicle/ Mobile Home Check List

FEDERALLY DONATED STATE SURPLUS MOTOR VEHICLE/ MOBILE HOME CHECK LIST

FLORIDA RECORD

OUT-OF-STATE RECORD

_____ HSMV 82040

_____ HSMV 82040 or HSMV 82042

_____ Form SASP-97 DMS Certificate to Obtain Title to a Vehicle, (Exhibit B)

or,

_____ Standard Form 97, US Government Certificate to Obtain Title to a Vehicle (Exhibit C)

_____ Florida sales tax or specify sales tax information on form HSMV 82040

_____ Florida license plate number, a non-use affidavit or the mobile home or RP decal

_____ Title fees

Exhibit B Department of Management Services Certificate to Obtain Title, Form SASP-97



**FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
STATE AGENCY FOR SURPLUS PROPERTY (SASP) PROGRAM
CERTIFICATE TO OBTAIN TITLE TO A VEHICLE**

Transfer Order Number # _____

The undersigned agency certifies that the motor vehicle described herein the property of the United States Government, has been transferred this _____ day of _____ 20____ to the transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United State Government. This certificate and bill of sale are to be presented to the Florida Department of Highway Safety and Motor Vehicles for registration and/or license.

Make of Vehicle	Year	Model	Serial (VIN)
Type of Vehicle	Body Style		
No. of Cylinders	Fuel	Weight	GVWP
			Purchase Price DONATION

Odometer Disclosure Statement

Federal/State law requires you state the mileage upon transfer of ownership. Failure to complete this statement or providing a false statement may result in fines and/or imprisonment.

The Florida State Agency for Florida Surplus Property, states that the odometer now reads _____ (no tenths) miles and, to the best of its knowledge, reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is NOT the actual mileage: WARNING – ODOMETER DISCREPANCY.

Transferor – Seller Transferee – Buyer

Transferor (Printed Name)			
State Agency for Surplus Property SASP Program			
Mailing Address	City	State	Zip
4050 Esplanade Way	Tallahassee	Florida	32399-0950
Signature of Official		Date	
Typed Name of Signer		Title	

Transferee's (Donee's) Signature			
Transferee's Name (Donee) Printed			
Street Address	City	State	Zip
		FLORIDA	

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

SASP-97

The United States Government Certificate to Obtain Title to a Vehicle <i>(Must Be Machine Prepared. See Instructions on reverse.)</i> <input type="checkbox"/> Duplicate If Checked					
<p>The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this ____ day of _____ 20 ____, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.</p>					
Vehicle Identification No.			Certificate No.		
Year	Make of Vehicle	Series or Model	Body Style		
Fuel	No. of Cylinders	Weight (Shipping)	GVWR	Purchase Price	
Transferor (Accountable office, i.e., department or agency, suburb and address, ZIP Code)			Transferee (Name of dealer, individual, etc. and address including ZIP Code)		
Odometer Disclosure Statement				Date of Statement	
<p>Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>I, _____ state that <small style="margin-left: 100px;">Transferor's Name (Seller)</small></p> <p>the odometer now reads _____ miles and to the <small style="margin-left: 100px;">Odometer Reading (No Tenths)</small></p> <p>best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.</p> <p><input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.</p> <p><input type="checkbox"/> (2) I hereby certify that the odometer reading is not the actual mileage: WARNING - ODOMETER DISCREPANCY.</p>					
Transferor's Signature (Seller)		Printed Name (Not Typed) and Title		Date	
X Transferee's Signature (Buyer)		Printed Name (Not Typed) and Title		Date	
X					
0860678		ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE		STANDARD FORM 97 (Rev. 8-84) Prescribed by GSA FPMR (41 CFR) 101-11.6-3 Procure for use from GSA FPMR 101-11.6-3	