

**Florida Department of Highway Safety and Motor Vehicles
Division of Motorist Services**

<p>PROCEDURE</p> <p align="center">TL-31</p>	<p>SUBJECT:</p> <p align="center">APPLICATIONS FOR CERTIFICATE OF TITLE INVOLVING PERSONAL PROPERTY LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES</p>	
<p>DESCRIPTION AND USE:</p> <p>THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST EMPLOYEES OF THE TAX COLLECTOR, LICENSE PLATE AGENTS, AND THE FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN PROCESSING APPLICATIONS FOR CERTIFICATE OF TITLE APPLICATIONS INVOLVING PERSONAL PROPERTY THAT IS LOST OR ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES.</p>		
<p>I. PROVISIONS OF LAW:</p> <p>Section 705.18, Florida Statutes, provide for the disposal of personal property lost or abandoned on a campus of an institution in the State University System or a campus of a state-supported community college.</p> <p>II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:</p> <p>When a motor vehicle has been abandoned on a state university or college campus, the president of the institution or his/her designee shall make a record of the date the property was found. If it is not claimed by the owner within 30 days after the property is found, or if a longer period is deemed necessary by the president or designee, it shall be disposed of or made use of in accordance with established policies and procedures that best meet the needs of the university or the Florida College System institution and its students. The rightful owner may reclaim the vehicle at any time prior to the sale.</p> <p>After the provisions of Section 705.18, Florida Statutes, have been met, the following documents must be submitted to the tax collector’s office to be screened for completeness and accuracy:</p> <p>A. If the motor vehicle is CURRENTLY TITLED IN FLORIDA:</p> <p>1. Form HSMV 82040, Application for Certificate of Title With/Without Vehicle Registration, or HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, to be accurately completed by the applicant.</p>		
<p><u>Revision(s) to this Procedure: Statutory Review; Removed requirement for Notice of Public Sale, and added links to statute and form.</u></p>		
<p>EFFECTIVE DATE</p> <p align="center">Immediately</p>	<p>REVISION DATE</p> <p align="center">02/06/20</p>	<p>PAGE #</p> <p align="center">TL-31-01</p>

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<ol style="list-style-type: none">2. A bill of sale from the university or college president, or his/her designee, to the purchaser showing the selling price and a complete description of the vehicle. (If a designee of the university or college signs the bill of sale a letter of appointment from the president must accompany the bill of sale.)3. Lien satisfaction(s) for any liens, as shown on the motor vehicle records of this or any other state, if applicable.4. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title With/Without Registration or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.5. The Florida license plate number transferred to or purchased for the motor vehicle or a non-use affidavit. The mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. A non-use affidavit is not acceptable for mobile homes.6. Title fees.<ul style="list-style-type: none">- When a licensed motor vehicle dealer or individual purchases a motor vehicle obtained by operation of law and does not have a negotiable title, the purchaser(s) must have a certificate of title issued in their name prior to reselling the motor vehicle. <p>B. If the motor vehicle was PREVIOUSLY TITLED OUT OF STATE:</p> <ol style="list-style-type: none">1. Form HSMV 82042, Vehicle Identification Number and Odometer Verification Affidavit, must accurately be completed by the applicant(s) with the vehicle identification number (VIN) verified by one of the four officials shown on the lower portion of the form. Form HSMV 82040, Application for Certificate of Title With/Without Registration, may be used in lieu of the above listed form. or, An affidavit from the seller(s) and the purchaser(s) verifying that the VIN shown on the affidavit is identical to the VIN shown on the motor vehicle.	
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<p>Verification is not required for mobile homes, trailers or semitrailers with a net weight of less than 2,000 pounds; or any travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.</p> <ol style="list-style-type: none">2. Verification of ownership and lien status information from the motor vehicle division of the state of previous registration. Verification may be one of the following:<ol style="list-style-type: none">a. A computer-generated printout from the out-of-state motor vehicle division.b. A letter on letterhead stationery from the out-of-state motor vehicle division.c. A copy of the teletype printout or statement that shows the ownership information, the name of the law enforcement agency, and the official's name who provided the verification information.d. Photocopy of the out-of-state Certificate of Title.3. If the state in which the motor vehicle was previously registered is unknown, an affidavit stating that fact must be submitted by the university or college president, or his/her designee.4. Documentation as listed under II, A, 1-6, is also required. <p>III. MISCELLANEOUS INFORMATION:</p> <ol style="list-style-type: none">A. A documentation checklist is attached to this procedure as Exhibit A.	
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EXHIBIT A

ABANDONED ON UNIVERSITY OR COLLEGE CAMPUSES CHECK LIST

FORMS

FLORIDA RECORD

OUT-OF-STATE RECORD

_____ HSMV 82040 or HSMV 82041

_____ HSMV 82040 or HSMV 82041

_____ HSMV 82042, or the VIN
Verification section on form
HSMV 82040.

_____ Verification of title/lien status or
affidavit stating previous state
"UNKNOWN."

_____ Bill of sale from the university or college president or his/her designee to the purchaser. (If a designee of the university or college signs the bill of sale a letter of appointment from the president must accompany the bill of sale.)

_____ Lien satisfaction (s).

_____ Florida sales tax or specify sales tax exemption information on form HSMV 82040 or HSMV 82041.

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

_____ Title fees.