

Motor Vehicle Procedure Manual

Vessel and Title

Applications for A Vessel Certificate of Title Involving Personal Property
Lost or Abandoned on University or College Campuses

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Legal Authority

[Section 705.18, Florida Statutes](#), provides for the disposal of personal property lost or abandoned on state university or **Florida College System institution** campuses.

Description and Use

This procedure provides information and instructions to assist Tax Collector Employees, License Plate Agents and the Florida Department of Highway Safety And Motor Vehicles in processing applications for a vessel certificate of title involving personal property that is lost or abandoned on university or college campuses.

Documentation Required and Special Instructions

When a vessel has been abandoned on state university or college campuses, the president of the institution or his designee shall make a record of the date the property was found. If it is not claimed within 30 days after the property is found, the president or his designee shall order it to be sold.

After the provisions of s. 705.18, F.S., have been met, the following documents must be submitted when applying for a certificate of title

- A. A bill of sale, accurately completed from the university or college president or designee to the applicant. (If designee, a letter of appointment from the president must accompany the bill of sale.)
- B. A copy of the published notice of sale, showing the time and place of the sale and a description of the vessel including the make, year and hull identification number.

- C. If the vessel has an identifiable registration number, a copy of the written notice of sale mailed to the owner and lienholder at the address shown on vessel records of this or any other state, along with the post office return receipt for registered or certified mail, or the returned, unclaimed, registered or certified letter. This notice must include a description of the vessel including the year, make and hull identification number.
- D. All lien satisfactions, for any liens as shown on the vessel records of this or any other state, if applicable.
- E. A 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, accurately completed by the purchaser(s).
- F. If the vessel has an identifiable owner and is registered and/or titled out of state, verification of title and lien status is required. The verification must contain a description of the vessel including year, make and hull identification number. Verification may be one of the following:
 - 1. A computer-generated printout from the out-of-state motor vehicle division or similar agency.
 - 2. A letter on letterhead stationery from the out-of-state motor vehicle division or similar agency.
 - 3. A record of a telephone call by the applicant to the motor vehicle division or similar agency showing the telephone number, state division, date and name of the official providing verification.
 - 4. A copy of the teletype printout or a statement which shows the ownership information, the name of the law enforcement agency and the official's name who provided the verification information.
 - 5. Photocopy of the out-of-state certificate of title.
- G. If the vessel does not have an identifiable owner, an affidavit stating that fact must be submitted by the university or college president or designee.
- H. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, or form HSMV 82041
- I. The Florida registration number transferred to or issued for the vessel or a nonuse affidavit.
- J. Title fees.

Miscellaneous Information

- A. A documentation check list is attached to this procedure as Exhibit A.
- B. When a person purchases a vessel and does not have a negotiable title, the purchaser(s) must have a certificate of title issued in his/her name prior to reselling the vessel.

List of Exhibits

- A. Abandoned On University Or College Campuses Check List

Revision(s) to Procedure

Statutory Review, added links to statutes. Added Historical Revisions Section.

1/1/97 New Procedure Created.

EXHIBIT A

Abandoned On University Or College Campuses Check List

FORMS

FLORIDA RECORD

_____ HSMV 82040 or 82041

_____ Bill of sale from the university or college president or designee to the applicant. (If designee, a letter of appointment from the president must accompany the bill of sale.)

_____ Copy of the published notice of sale showing the time and place of sale and description of vessel.

_____ Copy of the written notice of sale sent to the registered owner and lienholder of record by registered or certified mail, or the original or certified copy of the returned, unclaimed, registered or certified letter. The notice of sale must include the complete vessel description (year, make and hull identification number).

_____ Lien satisfaction for any liens.

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

_____ Florida registration number or non-use affidavit.

_____ Title fees.

OUT-OF-STATE RECORD

_____ HSMV 82040 or 82041

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