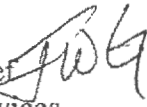


October 22, 2015

TO: All Licensed Dealers

FROM: Julie W. Gentry, Chief 
Bureau of Dealer Services

SUBJECT: Unpaid Tag and Title Fees

When a customer fails to pay an automobile dealer for the cost of title and registration, the dealer may request the Department place a stop against the registration of that vehicle.

Motor vehicle dealers are required to obtain title and registration on behalf of their customers within 30 days of the purchase of the vehicle. It has become common practice for the dealer to pay the applicable fees necessary to obtain the title and registration then collect the fees from their customer when the customer receives their license plate. This practice is referred to as Cash on Delivery (COD).

If a customer does not reimburse a dealer for the title and registration fees, the dealer must notify the Department in writing to place what is called an "Unpaid Fee" stop on that vehicle's registration. This stop will prevent the customer from renewing or replacing the license plate. **It is important to understand that these stops are placed for COD deals only. If the title and registration fees are financed, an "Unpaid Fee" stop is not authorized.**

Below are the items necessary for the Department to place and maintain this "Unpaid Fee" stop.

1. The Dealer Request for Registration Stop form from the dealership.
2. Copy of the Certificate of Registration
3. Copy of Form HSMV 82041, Application for Vehicle/Vessel Certificate of Title OR proof of fees charged via a third party associated with registration services. (We must be able to associate the fee to the purchaser).
4. Cash on Delivery C.O.D. Notice. (Registration Fee Notice) including:
 - a. A cite to Florida Statute 320.02(16)
 - b. Purchaser name with the signature of the purchaser and date

- c. Dealership's name
- d. Fee or fee range
- e. Signed evidence that the owner or co-owner acknowledged the dealer's authority to submit to the Department a list of persons who may not be issued a license plate, revalidation sticker, or replacement license plate. The document must note the amount for which the owner or co-owner would be responsible for the vehicle registration.

5. Copy of the Buyer's Order or Dealer's Invoice.

We are encouraging dealers to use the attached C.O.D. form, as we believe it will minimize rejections.

Our goal is to ensure Unpaid Fee Stops are placed within 5 business days of receipt of the dealer's documentation, and that stops are removed on the same business day of receipt of the dealer's notice of satisfaction.

Please note that any request for removal submitted after 3 p.m. may not be completed until the next business day. These new processing goals also apply to the Repossession Recovery Attempt Stops.

Effective September 1, 2015, new email addresses have been established for the dealer's convenience, allowing them to email their request to our agency for handling. Unpaid Fee Stop requests may be sent to the following email address: UnPaidFeeStop@flhsmv.gov
Repossession Recovery Attempts may be emailed to:
RepossessionRecoveryAttempt@flhsmv.gov

Both requests may also be faxed to: 850- 617-3946

If you have any questions or need additional information, please contact the Motor Vehicle Stops Section at this email address MV-Stop@flhsmv.gov.