

# Completing Your Title for Transfer

1

**Seller** prints name of purchaser(s)

2

**Seller** prints address of purchaser(s)

3

**Seller enters selling price** - if vehicle is a gift/no money was exchanged, enter the word "gift"; if a trade, enter the word "trade".

4

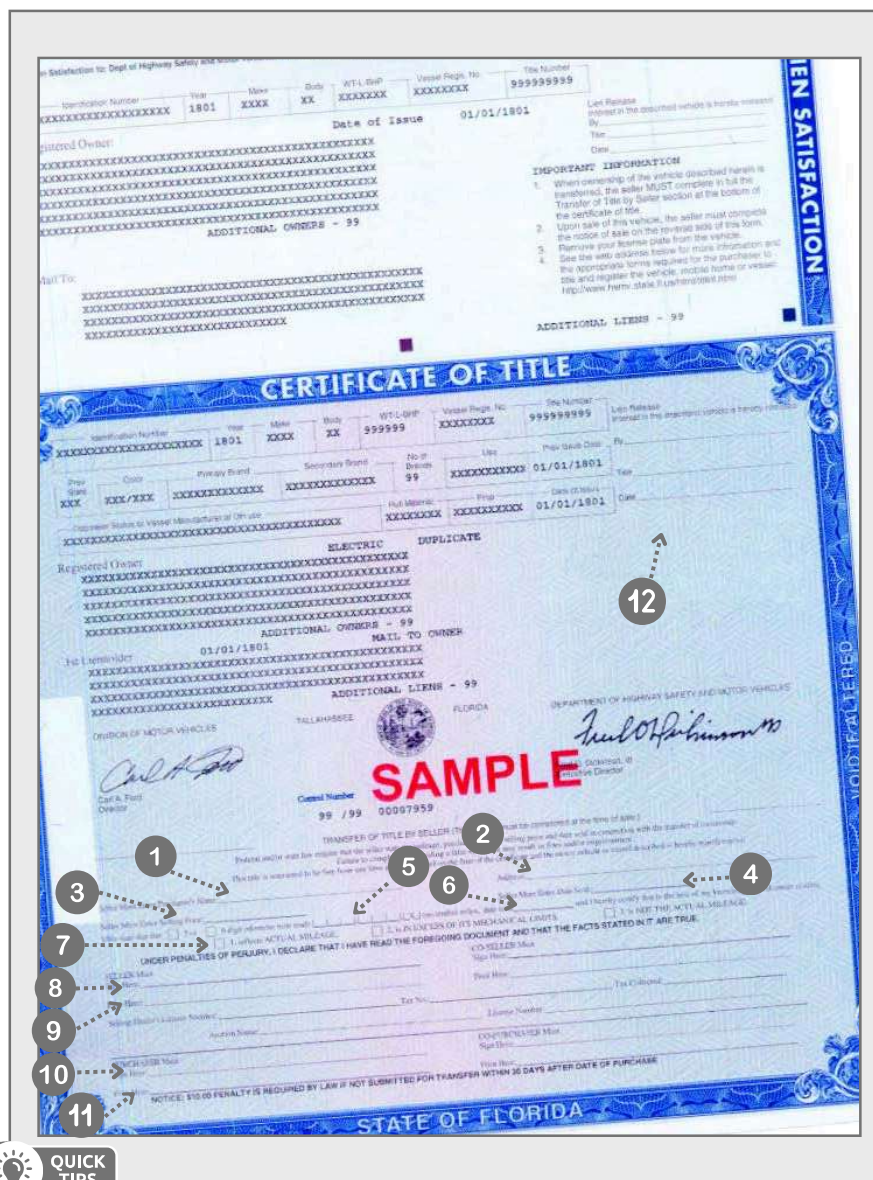
**Seller** enters the date the sale took place.

5

**Seller enters current Odometer Reading** - Mileage must be entered by the seller at the time of sale to be recorded on the new title. Odometer reading is mandatory for all vehicles with a model year of 2011 or newer. Odometer reading is optional on vehicles with a model year of 2010 or older.

6

**Seller** enters the date the odometer was read.



The image shows a Florida Certificate of Title form with various sections and fields. Numbered callouts 1 through 12 point to specific areas on the form:

- 1: Seller's name of purchaser(s)
- 2: Seller's address of purchaser(s)
- 3: Selling price (gift or trade)
- 4: Date of sale
- 5: Current odometer reading
- 6: Date odometer was read
- 7: Lienholder signature
- 8: Seller's signature
- 9: Seller's printed name
- 10: Purchaser's signature
- 11: Purchaser's printed name
- 12: Lienholder section



## QUICK TIPS

- The original title, certificate of origin, or other legal proof of ownership must be completed in full prior to applying for transfer.
- All applicants must be present with valid identification or provide a valid power of attorney.
- Information on the title cannot be missing, altered, or written over. When mistakes are made, a signed affidavit explaining the error(s) are required.
- To obtain a license plate, proof of current Florida insurance must be provided. Excludes motorcycles and trailers.

7

**Seller checks the odometer box: check only one:** Actual, In Excess, or Not Actual. If a box is not checked, the title transfer cannot be processed and additional paperwork will be required.

8

**Seller(s) signature** - If owners names are connected by "and", all owners must sign.

9

**Seller(s) printed name** - If owners names are connected by "and", all owners must print their name.

10

**Purchaser(s) signature** - If your name is going on the title, you must sign.

11

**Purchaser(s) printed name** - Required for all buyers.

12

**Lienholder** - If there is a lienholder on the paper title, they will need to sign the lien release listed on the title or provide an original lien satisfaction.