
Lienholder / Lessor Name

Date

Mailing Address

City / State / Zip

SUBJECT: Year _____ Make _____ Vehicle Identification Number _____

Dear Lienholder / Lessor:

I am applying for a Florida title and/or license plate. The following items are required to be submitted:

- **A copy of this letter.**
- The **original title** certificate with the date of lien.
- The complete name and address of the lienholder and/or lessor.
- The Federal Employer Identification Number of the lienholder or lessor (if either is an individual, a photocopy of the individual's state-issued ID or Driver License must be submitted).
- For leased vehicles, the following must also be submitted:
 1. Original Power of Attorney (lessee to sign on behalf of lessor for titling purposes)
 2. Florida Sales Tax Registration Number
 3. A copy of the lease agreement listing the lessee's name(s)

Submit the required documents to the Sarasota County Tax Collector:



Downtown Sarasota
101 S. Washington Blvd.
Sarasota, FL 34236



Mid-County
6100 Sawyer Loop Rd.
Sarasota, FL 34238



Venice
4000 S. Tamiami Trl.
Venice, FL 34293

Upon completion of a title application, the Florida title will be maintained electronically by the Florida Department of Highway Safety and Motor Vehicles per Florida Statute 319.27.

My signature below is an authorization to release the required information to the Sarasota County Tax Collector.

Sincerely,

Signature of Owner / Lessee

Signature of Co-Owner / Lessee

Printed Name(s) of Owner / Lessee

Phone Number

Mailing Address

Email Address

City / State / Zip

Loan / Account Number

Instructions for Completing Request Letter:

- Enter the requested information in the corresponding spaces as indicated.
- Mark the service center location where you prefer to process your application.
- Keep a copy of this letter for your records. Our office will not have a copy of this letter until it is returned to us by the lienholder / lessor.
- Contact your lienholder / lessor if you have questions regarding the date they mailed your paperwork to us.
- Our office will notify you when the title is received.

Additional Required Items from Owner / Lessee:

- The vehicle to be titled must be present, or you may submit a completed HSMV Form 82042 Vehicle Identification Number and Odometer Verification. The form can be located on our official website at <https://www.sarasotataxcollector.gov/downloads/motorist>. (Inclement weather conditions may delay vehicle identification number (VIN) verifications performed at our offices.)
- Proof of current Florida insurance.
- Each title applicant must be present with their identification (see below), or an appointed Power of Attorney must present an original or a certified copy of the Power of Attorney document (along with their own identification) and a copy of the applicant's identification.
- If your vehicle was purchased within the last six months, you must submit proof of the purchase price and proof of any sales tax paid. Additional taxes equivalent to Florida's sales tax or local tax may be due.

Acceptable Proof of Identification:

- A valid driver's license or identification card issued by Florida or any U.S. state or territory.
- A valid Canadian driver's license or identification card.
- A valid passport or passport card from any country.