

State of Colorado Title Or Salvage Title Established By Surety Bond C.R.S. 38-29-119, 42-5-204, 42-6-102 (16), (17) (a), 42-6-115

The bonding procedure is completed when ownership documents are not available or are incorrect.

- Applicant must have possession of the motor vehicle/manufactured home.
- Motor vehicle/manufactured home must be physically located in Colorado.

Step 1. Have the motor vehicle inspected and a Certified VIN Inspection form, DR 2704, completed by a P.O.S.T. certified inspector. Your local county motor vehicle office can refer you to a P.O.S.T. certified inspector in your area.

- **Inspection must not be over one (1) year old**
CSP.Colorado.gov/services-we-provide/get-a-vin-inspection

Manufactured homes are exempt from providing a Certified VIN inspection. Verification of VIN, (DR 2698) must be completed.

Forms Needed

- DR 2704
- Inspection Fee - Refer to the CSP Inspection page for current pricing.
- DR 2698

Step 2. Complete a (DR 2489A) Motor Vehicle Requestor Release Affidavit of Intended Use

- A copy of the letter sent to all owners) and lienholder(s). The letter must contain:
 - The vehicle year, make, and VIN;
 - The applicant's intent (e.g., retain the vehicle, sell the vehicle); and
 - The applicant's contact information.
- The letter to the lienholder shall also include:
 - The date of the lien(s);
 - The amount secured by the vehicle; and
 - Where the liens are of public record.
- One of the following documents demonstrating mailing of the letter with the U.S. Postal Service or other commercial mailing entity (e.g., FedEx, UPS, DHL):
 - Certified receipt: or
 - Domestic Return Receipt - U.S. Postal Form PS 3811; or
 - Undeliverable notification; or
 - Electronic proof of delivery.

If no Colorado record is found, a national database search must be completed. If no record is found in the national database search, a record search from the state in which the vehicle was purchased is required.

- **Inspection must not be over one (1) year old.**

Manufactured home –

- You must attempt to contact by certified or registered mail (return receipt requested) the owner of record, as indicated on the record search

Note: A photocopy of the Certified VIN Inspection, (DR 2704), and additional documents are required to be submitted with the (DR 2489A) Motor Vehicle Requestor Release Affidavit of Intended Use.

Forms Needed

- Validated copy of a DR 2489A for each VIN
 - Fee - \$2.25
 - Copy of letter and certified/registered mail return receipt (PS 3811 green card)
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Step 3. If the record search indicates an active lien on the motor vehicle or manufactured home:

- Lien **must** be released
- Lien release must be on lienholder's letterhead
 - Not required if lienholder is an individual
- Photo and **faxed** copies of lien release are acceptable
- Lien release must include
 - Vehicle year, make and VIN
 - Title owner's name
 - Agent's signature
 - Date of lien release
- If an attempt is made to secure an acceptable lien release and the lienholder is not available, the following procedure must be followed:
Lienholder is not available – filed in Colorado
 - A certified or registered letter must be sent to the lienholder's last known address and be returned as undeliverable. Include this letter with the title application.
Lienholder not available – Out of State Lien (Not filed in Colorado)
 - Contact the state of record and request a lien release. Many states will give a statement of release of lien or lien expired. This statement must be on the state's letterhead and be submitted with the title application.

The lien release may be signed under penalty of perjury or notarized.

Without one of the above statements, a court order will be required. The 'in-lieu of' bonding procedure cannot be completed.

Forms Needed

- Acceptable Lien Release
- Copy of letter and one of the following:
 - Certified/registered mail return receipt**Or**
 - USPS printout of signature acceptance**Or**
 - Printout of signature by delivery company (FedEx, UPS, etc.)

Step 4. If the manufactured home is abandoned, the following information **must** be provided, pursuant to C.R.S. 38-29-119:

- Copy of the court order or judgment for possession obtained through a civil proceeding
 - Court order or judgment must
 - Identify manufactured home by year, make and VIN
- Proof of ownership of the real property on which the manufactured home is located
- Proof of property taxes paid

Note: Step 4 only applies to manufactured homes. Step 4 does not apply to motor vehicles

Forms Needed

- Copy of court order(s)
- Copy of the real property deed
- Authentication of Paid Ad Valorem Taxes, or Certificate of Taxes Due (obtained from the County Treasurer), pursuant to C.R.S. 38-29-107.
- Proof of taxes paid is required on all manufactured home bond applications.

Step 5. For the purpose of purchasing a surety bond or evidence of a savings account, deposit, or certificate of deposit meeting the requirements of section 11-35-101, C.R.S. (see step 5), establish the reasonable value of the vehicle determined by one of the following:

- An appraisal from a Colorado licensed motor vehicle dealer or used motor vehicle dealer that is signed by the dealer, dated, and states the dealership's license number. If the appraisal is not on the dealer's letterhead, the appraisal must be notarized and signed under penalty of perjury,; or
- A current value obtained from Kelley Blue Book. When using the current value from the Kelley Blue Book, the form DR 2444 Statement of Fact is also required stating that the applicant desires to use the amount listed as the current retail market value. The applicant must circle or mark that amount on the Kelley Blue Book printout; or
- A Current value from the National Automobile Dealers Association (NADA) Official Used Car Guide. When using the current value from NADA, the form DR 2444 Statement of Fact is also required stating that the applicant desires to use the amount listed as the current retail market value. The applicant must circle or mark that amount on the NADA printout.

Appraisal **must** be:

- For the current condition of the motor vehicle at the time of titling

Forms Needed

- **All** motor vehicle appraisals **must** identify the vehicle, by year, make and VIN

Manufactured home values **must** be established using the actual value determined by the County Assessor's records, pursuant to C.R.S. 38-29-119.

- Records must identify manufactured home by year, make and VIN

Forms Needed

- Copy of County Assessor's records

Step 6. Furnish evidence of a savings account, deposit, or certificate of deposit meeting the requirements of section 11-35-101, C.R.S., or a good and sufficient bond with a corporate surety not less than twice the reasonable value of the vehicle. The savings account, deposit, certificate of deposit, or surety bond must indicate the year, make and VIN of the vehicle

Forms Needed

Account Deposit Certificate or signed Bond. Indicate year, make and VIN of vehicle

Step 7. Complete the Bond Statement Guide & In Lieu of Bond Affidavit, (DR 2394), providing the following information:

- Why bonding for ownership is required Account Deposit Certificate or signed Bond. Indicate year, make and VIN of vehicle
- What attempts were made to contact the owner of record to insure they have no interest
- From whom and when purchased and amount paid
- Efforts to have the seller establish title
- Motor vehicle's/manufactured home's year, make and VIN
- Whether or not there are liens against the motor vehicle/manufactured home
- Whether or not the vehicle is road worthy
- Whether or not the manufactured home is on a permanent foundation

Forms Needed

- DR 2394
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Step 8. Motor Vehicle has been or is now "salvage"

- Have the motor vehicle inspected by a P.O.S.T. certified inspector and a Certified VIN Inspection, (DR 2704) completed. Your local county motor vehicle office can refer you to a P.O.S.T. certified inspector in your area.
- **Inspection must not be over one (1) year old**

If the DR 2704 indicates that the motor vehicle is roadworthy, applicant will:

- Apply for title by following the Title Established by Salvage Title Checklist, (DR 2415)
 - Complete the Salvage Title Statement of Fact, (DR 2424)
 - **Must** state that
 - The motor vehicle was purchased without proper ownership document
 - No repairs were needed
 - Bond is required for title

If the (DR 2704) indicates that the motor vehicle is not roadworthy, applicant will:

- Apply for salvage title using the Application for Salvage Title, (DR 2410) or
- Apply for Title by repairing the motor vehicle
 - Follow the Title Established by Salvage Title checklist, (DR 2415)
- Complete the Salvage Title Statement of Fact, (DR 2424)

- **Must** state
 - What repairs were completed to make the motor vehicle roadworthy
 - Obtain a new Certified VIN inspection, (DR 2704)

If the record search indicates the motor vehicle was “Previous Salvage” (Rebuilt from Salvage), the applicant shall

- Request a salvage history by
 - Submitting a Motor Vehicle Requestor Release Affidavit of Intended Use (DR 2489A)
 - Include a photocopy of the (DR 2704)
 - Include a Statement of Fact, (DR 2444)
 - Indicate cause of salvage designation
- Complete a Rebuilt from Salvage Disclosure, (DR 2710)
 - If the reason for salvage is indeterminate
 - Mark the “Other” box
 - State that the motor vehicle was “Purchased without proper ownership documents through the bond process; unable to obtain a salvage history, reason for salvage unknown.”

Forms Needed

- DR 2704
- DR 2410
- DR 2415
- DR 2424
- DR 2489A
- DR 2704
- DR 2710
- Results of the “Salvage Title History Search”

Step 9. Apply for **Title** or **Salvage Title** at the county motor vehicle office in the county in which you live.

Manufactured homes are titled at the county motor vehicle office in the county in which the manufactured home is located.

Secure and Verifiable Identification is required to obtain a title and/or registration in the state of Colorado. Please see (DR 2841) for acceptable identification documents.

Note: Model years 2011 or newer, a secure odometer disclosure is required. The applicant taking title will disclose the mileage on the (DR 2173) Motor Vehicle Bill of Sale. To obtain a (DR 2173), please contact Standard Register at 1-800-877-0723.

Forms Needed

- Items listed above
- Title fee - \$7.20, pursuant to C.R.S.
- 42-6-137 (1)(a)
- DR 2841
- DR 2173