



Title Check List

| Have | Need | Required Document |
|------|------|--|
| | | Certificate of Title or MCO |
| | | Release of Lien (if applicable, release on title or with a separate release of lien, also applicable to repossessions) |
| | | Retail Purchase Agreement (original or certified copy) Odometer disclosure statement (on title assignment separate designated form) |
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| | | VIN Inspection (if applicable, all out of state titles must have an original vin inspection included, vin inspections are valid for 90 days from the date signed on inspection) |
| | | Proof of Trade-In vehicle (if applicable, vin number/trade in amount must be included on title application) |
| | | DL/ID for customer(s) (if out of state DLs/IDs, 2 proofs of NM residency must be included, acceptable proofs NM residency are attached on a separate form) |
| | | Power of Attorney (must be original notarized form and be complete) |
| | | Affirmation of insurance (insurance must be vin specific) |
| | | Title Application (vin, year, make, model, color, name of new customer (s), Physical address of residence and mailing if different), date of purchase, purchase amount, odometer reading, original signatures of seller/buyer (s) and dates |
| | | Emissions certificate (if customer resides in Bernalillo County, an emissions certificate is required for every used vehicle) |
| | | Affidavit of Correction or Affidavit of One and the Same (if applicable) |

Received by: _____

Date: _____