

#### REQUIRED SUPPORTING DOCUMENTATION:

The repossessing lender must provide the following documentation in order for the Repossession Application to be approved:

- A. Properly completed Repossession Affidavit.
- B. Actual or certified copy of chattel mortgage, conditional sales contract or other type security agreement.

Note: Contract must indicate the vehicle, boat or outboard motor has been pledged as collateral and list a complete description of the unit along with a vehicle identification number or hull identification number.

- C. An acceptable, signed, lien release form or a notarized lien released statement. If more than one (1) lienholder, the following is also required:
  - 1. A copy of a certified letter from the repossessing lender notifying the second lienholder of the intent to repossess.
    - a. Letter must be dated at least ten (10) days prior to the date the repossession affidavit is processed by the motor license agent or the Motor Vehicle Division.
    - b. The post office receipt or the return receipt (green card) signed by the second lienholder is required as proof of mailing.
  - 2. If the second lienholder is making application for a repossession title, a signed and dated lien release copy from the previous lienholder(s) is required. In the absence of a copy of the lien release, a notarized lien release statement may be submitted.
- D. If a motor vehicle, Insurance Security Verification Form reflecting all required information or an Oklahoma Tax Commission Form 797 "Affidavit of Nonuse in Lieu of Liability Insurance", unless the reposessor is exempt from the insurance verification requirement.
- E. Manufactured Homes: Must have proof of current calendar year taxes paid on an OTC Form 936 or a 936 marked taxes are not due. A 936 isn't required if the manufactured home has a current registration on the Oklahoma Tax Commission computer system.

Please direct any questions to the Oklahoma Tax Commission Motor Vehicle Division at (in state toll free) 1-800-522-8165, extension 1-3344, or (direct) (405) 521-3344. Additional information is located in the Motor Vehicle Section of the Oklahoma Tax Commission website: [www.tax.ok.gov](http://www.tax.ok.gov).