

WISDOM & AUTHORITY TITLE SOLUTIONS

✓ CHECKLIST FOR

MECHANIC STORAGE LIENS & ABANDONED VEHICLES PROCESSING

We will need the following items at the time of service request, failure to provide the items at that time *WILL* delay your service

ETA for completion of service: 1-4 months (excludes holidays, week-ends)

Areas marked with an * means be prepared to submit later**

Date _____

Legal Name of Repair/Storage Tow Company _____

Federal Tax ID Number _____ (1st TIME PROOF REQUIRED IF NEW CLIENT AND IN VA)

Printed name and signature of Service Agent _____ / _____

Phone Number _____

Email address _____

VEHICLE INFORMATION (LIST EACH VEHICLE YOU ARE FILING FOR)

YEAR	MAKE	MODEL	BODY	VIN	ODOMETER READING	COLOR

- Repair/Storage/Storage Tow Bill showing vehicle's information (YEAR, MAKE MODEL, FULL VIN), the date you received the vehicle and applicable itemized charges and description of such
- # _____ Repair Shop ID number (if issued and required by your state)
- _____ The plate number and state of the vehicle (if you have it)
- _____ ***Empty Weight and Gross Weight for Tractors/Trailers
- ***Have a point of contact with ad posting payment available if your shop is located in one of the following states: AL, CT, DE, FL, GA, HI, IA, KS, KY, ME, MA, MD, MI, MS, MO, MN, MT, NY, NJ, NM, NH, RI, SC, SD, TX, TN, VT, WV, WY, DC; as an ad must run in the newspaper.
- Letter from customer/vehicle owner authorizing repairs/tow/storage (if applicable)
- Statement authorizing Wisdom & Authority Title Solutions to conduct auto research and processing for mechanic lien/abandoned vehicle purposes.