



Lienholder / Lessor Name

Date

Mailing Address

City / State / ZIP

SUBJECT: Year:_____Make:_____Vehicle ID 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 for 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:

Lee County Tax Collector, PO BOX 1590, Fort Myers, FL 33902-1590

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 Lee County Tax Collector.

Sincerely,

Signature of Owner / Lessee

Signature of Co-Owner / Co-Lessee

Printed Name(s) of Owner / Lessee

Daytime Phone Number

Current Mailing Address

Email Address

City / State / ZIP

Loan / Account Number

***Note to Owner / Lessee: select which Service Center you prefer to process your paperwork at (select one):**

- ☐ Bonita Springs ☐ Cape Coral ☐ Colonial ☐ Downtown Fort Myers
☐ Lehigh Acres ☐ North Fort Myers ☐ South Fort Myers ☐ By mail

Under Florida law, any communication with our agency is considered public record, including email address, and may be released upon a public records request.

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. Allow sufficient time for your title to be delivered to your requested service center

Additional Required Items from Owner / Lessee:

- The vehicle to be titled must be present, or submit a completed HSMV Form 82042 Vehicle Identification Number and Odometer Verification. The form can be located on our official website at www.leetc.com/forms-documents
- Proof of current Florida insurance
- Each title applicant must be present with their valid government issued 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 purchase price and proof of sales tax paid. Additional taxes equivalent to Florida's sales tax or local tax may be due

Acceptable Proof of Identification:

- A valid driver license or identification card issued by Florida or any US Territory
- A valid Canadian driver license or identification card
- A valid passport or passport card from any country