

Procedure For Applying For Title and Filing of Mortgage

Forms available at: <http://www.colorado.gov/dmv>

- 1) Title or MSO
 - a) Requirements with an Out of State Title or MSO
 - i) Verification of Vehicle Identification (DR2698) can be completed by a Licensed Colorado Emission Station, a Colorado Law Enforcement Officer or a Licensed Colorado Dealer. This completed form must accompany the title and title application.
- 2) Completed Application for Title DR2395
 - a) Where the Application for Title states "First Lienholder", please put the secured parties name and address, complete with zip code. If ELT desired, E number must be in the "First Lienholder" box.
 - b) Please include the lien amount in the "Lien Amount" box. This amount must agree with one of the amounts on the security agreement.
 - c) Secure & Verifiable Identification is required.
 - i) See form DR2841 for a list of acceptable IDs
 - ii) Complete Secure & Verifiable ID with one buyers (current owner if refinance) information.
 - iii) Must be witnessed by someone other than the person whose ID information was entered.
- 3) Security Agreement:
 - a) A complete and legible security agreement is required. Any corrections to the security agreement must be dated and a signature of the full name of the person making the correction is needed.
 - b) Secured parties name (legal physical address must appear on the Application for Title)
 - c) Full description of the vehicle (Year, Make, and Full Vehicle ID#).
 - d) Lien amount (must agree with the lien amount on the Application for Title).
 - e) Signature of borrower. At least one person on the title must sign loan agreement.
- 4) Fees:
 - a) Title Fee
 - i) \$7.20 for each new title issued
 - (1) Adding a lien, Refinances, or Name Change
 - b) Sales Tax
 - i) Rate based on Buyer(s) and Seller(s) address – Call for rate if needed
 - ii) Calculated against purchase price less trade in (if applicable)
 - c) Mortgage Filing Fees
 - i) Documents 8½" x 14"
 - (1) \$5.00 per side per page
 - (a) Single sided, single page document = \$5.00
 - (b) Double sided, single page document = \$10.00
 - ii) Documents Larger than 8½" x 14"
 - (1) \$10.00 per side per page
 - (a) Single sided, single page document = \$10.00
 - (b) Double sided, single page document = \$20.00
- 5) All checks should be made payable to: JEFFERSON COUNTY
Phone: (303) 271-8100