



Unclaimed Motor Vehicle Procedures

Franklin County Clerk of Courts

Effective: Monday, March 23, 2015

Dedicated Title Help Line: (614) 525-3090

www.franklincountyautotitle.com

Definitions Pertinent to Unclaimed Affidavit Process

Repair Garage or Place of Storage – any business with which a person entered into an agreement for repair of a motor vehicle or any business with which a person entered into an agreement for the storage of a motor vehicle.

Towing Service or Storage Facility – any for-hire motor carrier that removes a motor vehicle under the authority of section 4513.601 of the Revised Code and any place to which such a for-hire motor carrier delivers a motor vehicle towed under that section.

Value – the wholesale value for that make and model of motor vehicle at the time an affidavit is submitted under division (C) of section 4505.101, as provided in a vehicle valuation guide that is generally available and recognized by the motor vehicle industry, minus both of the following:

- a) The estimated cost of repairs to restore the motor vehicle to the wholesale value for that make and model of motor vehicle;
- b) The cost of any agreed-upon repairs.

Franklin County Auto Title Locations:

Auto Title North

980 Morse Road
Columbus, OH 43229

Auto Title South

45 Great Southern Boulevard
Columbus, OH 43207

Auto Title East

1583 Alum Creek Drive
Columbus, OH 43209

Auto Title West

4153 W. Broad Street
Columbus, OH 43228

Unclaimed Affidavit Process - Repair Garages or Place of Storage

<p style="text-align: center;"><u>Step One:</u> Determine Value of the Vehicle</p>	<ul style="list-style-type: none"> • Verify that the vehicle value is less than \$3500.00. • Wholesale value – Estimated cost of repairs – cost of agreed upon repairs = Value of the vehicle. • <i>Wholesale value must be according to a vehicle valuation guide that is generally available and recognized by the motor vehicle industry.</i> • <i>Documentation to support estimated cost of repairs and agreed upon cost of repairs indicated on the BMV 4202 form will be required.</i> • Please retain a copy of this documentation to file with the Clerk of Courts office.
<p style="text-align: center;"><u>Step Two:</u> Complete BMV Record Search</p> 	<ul style="list-style-type: none"> • Contact the BMV Record Request line at (614) 752-7548 and establish a prepaid account for BMV search. • Complete BMV 1173 form requesting Lien Holder and Owners Last Known Address. • BMV 1173 forms are available at www.bmv.ohio.gov or (614) 752-7671. • Please ensure you check the box for “Last Known Address” and “Copy of Title Record” in order to obtain both pieces of information required. Fees are required for record search. • BMV 1173 form must be remitted to the Bureau of Motor Vehicles according to the instructions provided on the document. • BMV will mail a BMV 1149 and/or BMV 2433 form to you containing the results of the record search. <i>BMV 1149/2433 form should be dated within 30 days of the initial certified mailing. Please retain these forms to submit with your Unclaimed Affidavit as a necessary piece of evidence.</i> • If the BMV Record Search indicates “No Records Found”, the applicant cannot obtain title through the Unclaimed Affidavit process and must pursue a possible court-ordered title.
<p>The owner of a repair garage or place of storage may obtain a title for those motor vehicles that they came into possession between January 31, 2012 and March 23, 2015. The following requirements are as follows:</p> <ol style="list-style-type: none"> 1. The value of the motor vehicle is at least \$2500.00 but less than \$3500.00. 2. The motor vehicle has been unclaimed for 15 days or more following the completion of the requested repair or the agreed term of storage. 3. The initial notification to the last known address of any owner and any lien holder shall be sent by certified mail with the request of a returned receipt <u>not later than 30 days after March 23, 2015.</u> <p style="text-align: center;"><u>OR</u></p> <p>The owner of a repair garage or place of storage may obtain a title for a motor vehicle, with a value of less than \$2500.00 that came into the possession of the repair garage in accordance to the provisions outlined in ORC §4505.101 <u>prior</u> to the amendments made to that section by SB 274 implemented on March 23, 2015.</p> <ol style="list-style-type: none"> 1. The value of the motor vehicle is less than \$2500.00. 2. The motor vehicle has been unclaimed for 15 days or more following the completion of the requested repair or the agreed term of storage. 3. The initial notification to the last known address of any owner and any lien holder shall be sent by certified mail with the request of a returned receipt. 	

Unclaimed Affidavit Process - Repair Garages or Place of Storage (cont'd)

<p><u>Step Three:</u> Certified Mail Notification</p> 	<ul style="list-style-type: none"> • You must wait 15 days following the completion of repair or agreed term of storage before mailing your certified mail notification. • Mail a certified notice to the vehicle owner(s) and lien holder(s) using information provided by the BMV. Correspondence must include where the motor vehicle is located, the value of the vehicle and your intention to take claim to the vehicle pursuant to the Unclaimed Motor Vehicle process. • You must wait 15 days from the date notices were mailed and a signed receipt from the certified mail or notification the delivery was not possible from the vehicle owner and any applicable lien holders has been received, no additional mailings are required. If the vehicle remains unclaimed after this timeframe, you may file an unclaimed affidavit to obtain the certificate of title. • Please retain copies of the returned certified mail receipts to submit with your unclaimed affidavit. Returned receipts must include complete mailing address.
<p><u>Step Four:</u> Preparing your Unclaimed Affidavit</p>  <p>Questions? Call (614) 752-7671</p>	<ul style="list-style-type: none"> • Complete BMV 4202 – Unclaimed Motor Vehicle Affidavit Form • BMV 4202 forms are available at www.bmv.ohio.gov or (614) 752-7671. • Please ensure you include the following evidence with your BMV 4202- Unclaimed Motor Vehicle Affidavit form: <ul style="list-style-type: none"> • Copy of current value of the vehicle as recognized by the motor vehicle industry. • Documentation to support estimated cost of repairs and agreed upon cost of repairs. • Certified mail receipts. • Title Application • Applicant's Odometer Statement • Any payments required. • BMV Search Results (BMV 1149/2433 Form)
<p><u>Step Five:</u> Apply for Certificate of Title</p>	<ul style="list-style-type: none"> • Visit a Clerk of Courts Auto Title Office. • Please ensure you present all evidence listed in Step Four to the Clerk of Courts office.

Unclaimed Affidavit Process – Towing Companies

<p style="text-align: center;"><u>Step One:</u> Determine Value of the Vehicle</p>	<ul style="list-style-type: none"> • Verify that the vehicle has been towed under division (B) of Section 4513.60 Private tow-away zones. • Verify that all provisions under ORC § 4513.601 have been met. • Verify that the vehicle value is less than \$3500.00. • Wholesale value – Estimated cost of repairs – cost of agreed upon repairs = Value of the vehicle. (<i>Wholesale value must be according to a vehicle valuation guide that is generally available and recognized by the motor vehicle industry.</i>) • <i>Documentation to support estimated cost of repairs and agreed upon cost of repairs indicated on the BMV 4202 form will be required.</i> • Please retain a copy of this documentation to file with the Clerk of Courts office.
<p style="text-align: center;"><u>Step Two:</u> Complete BMV Record Search</p> 	<ul style="list-style-type: none"> • Contact the BMV Record Request line at (614) 752-7548 and establish a prepaid account for BMV search. • Complete BMV 1173 form requesting Lien Holder and Owners Last Known Address. • BMV 1173 forms are available at www.bmv.ohio.gov or (614) 752-7671. • Please ensure you check the box for “Last Known Address” and “Copy of Title Record” in order to obtain both pieces of information required. Fees are required for record search. • BMV 1173 form must be remitted to the Bureau of Motor Vehicles according to the instructions provided on the document. • BMV will mail a BMV 1149 and/or BMV 2433 form to you containing the results of the record search. <i>BMV 1149/2433 form must be dated no earlier than March 23, 2015 and within 30 days of the initial certified mailing. Please retain these forms to submit with your Unclaimed Affidavit as a necessary piece of evidence.</i> • If the BMV Record Search indicates “No Records Found”, the applicant cannot obtain title through the Unclaimed Affidavit process and must pursue a possible court-ordered title.
<p>Owners of a towing service or storage facility that came into possession of a motor vehicle between January 31, 2012 and March 23, 2015 please stop, and proceed to Step Four. A five day notice is not required to be mailed; however, a notice must be mailed no later than 30 days after March 23, 2015. All vehicles acquired on or after March 23, 2015, please proceed to step three. <u>The value of the vehicle must be less than \$3500.00</u></p>	
<p style="text-align: center;"><u>Step Three:</u> Certified Mail Notification</p> 	<ul style="list-style-type: none"> • Mail a certified notice to the vehicle owner(s) and lien holder(s) using information provided by the BMV <u>within 5 business days of the removal of the motor vehicle.</u> Correspondence must include where the motor vehicle is located, the value of the vehicle and your intention to take claim to the vehicle pursuant to the Unclaimed Motor Vehicle process. • You may also use express mail or any commercial carrier service that requires a signed receipt. • If a signed return receipt by any person or notification that the delivery was not possible is received, STOP, proceed to Step Six. In all other situations proceed to Step Four. • Please retain all copies of the returned certified mail receipts to submit with your unclaimed affidavit. Returned receipts must include complete mailing address.

Unclaimed Affidavit Process – Towing Companies (cont'd)

<p><u>Step Four:</u> Second Certified Mail Notification</p> 	<ul style="list-style-type: none"> • If the vehicle remains unclaimed thirty days after the first notice is sent, mail a second certified notice to the vehicle owner(s) and lien holder(s). Correspondence must include where the motor vehicle is located, the value of the vehicle and your intention to take claim to the vehicle pursuant to the Unclaimed Motor Vehicle process. • You may also use express mail or any commercial carrier service that requires a signed receipt. • If a signed return receipt by any person or notification that the delivery was not possible is received, STOP, proceed to step six. In all other situations proceed to Step Five. • Please retain all copies of the returned certified mail receipts to submit with your unclaimed affidavit. Returned receipts must include complete mailing address.
<p><u>Step Five:</u> Third Certified Mail Notification</p> 	<ul style="list-style-type: none"> • If the vehicle remains unclaimed forty-five days after the first notice is sent, mail a third certified notice to the vehicle owner(s) and lien holder(s). Correspondence must include where the motor vehicle is located, the value of the vehicle and your intention to take claim to the vehicle pursuant to the Unclaimed Motor Vehicle process. • You may also use express mail or any commercial carrier service that requires a signed receipt. • Please retain all copies of the returned certified mail receipts to submit with your unclaimed affidavit. Returned receipts must include complete mailing address. • If within the 60 day timeframe, during any of the above processes, you never receive either a signed receipt OR notification that the delivery was not possible, then you CANNOT obtain or attempt to obtain a certificate of title to the motor vehicle using the unclaimed motor vehicle affidavit. <u>You must apply for a court ordered title.</u>
<p><u>Step Six:</u> 60 Day Waiting Period</p>	<ul style="list-style-type: none"> • If during any of the above processes, the towing service or storage facility receives either a signed receipt or notification that the delivery was not possible from the vehicle owner and any applicable lien holders, no additional mailings are required. • Please wait 60 days from the date of signature or notification before proceeding to Step Seven.
<p><u>Step Seven:</u> Preparing your Unclaimed Affidavit</p>  <p>Questions? Call (614) 752-7671</p>	<ul style="list-style-type: none"> • Complete BMV 4202 – Unclaimed Motor Vehicle Affidavit Form • BMV 4202 forms are available at www.bmv.ohio.gov or (614) 752-7671. • Please ensure you include the following evidence with your BMV 4202- Unclaimed Motor Vehicle Affidavit form <ul style="list-style-type: none"> • Copy of current value of the vehicle as recognized by the motor vehicle industry. • Certified mail receipts • Applicant’s Odometer Statement • BMV Search Results (BMV 1149/2433 Form) • Documentation to support estimated cost of repairs and agreed upon cost of repairs. • Title Application • Any payments required.
<p><u>Step Eight:</u> Apply for Certificate of Title</p>	<ul style="list-style-type: none"> • Visit a Clerk of Courts Auto Title Office. • Please ensure you present all evidence listed in Step Seven to the Clerk’s office.



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

UNCLAIMED MOTOR VEHICLE AFFIDAVIT
Section 4505.101 of the Ohio Revised Code (R.C.)

VEHICLE VALUE: Must be less than \$3500 to use this affidavit.

Wholesale Value (as provided in a vehicle valuation guide recognized by the motor vehicle industry)	(A) \$
Estimated cost of repairs to restore vehicle to wholesale value	(B) \$
Cost of agreed upon repairs	(C) \$
VEHICLE VALUE (amount paid to the clerk)	(A) - (B) - (C) = \$

A search of the records of the Bureau of Motor Vehicles has been made to identify any owner or lienholder. **(REQUIRED)**

VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR	MAKE	MODEL
EXACT BUSINESS NAME			
BUSINESS STREET ADDRESS		P.O. BOX	COUNTY
CITY		STATE	ZIP CODE
BUSINESS OWNER / AUTHORIZED AGENT NAME		BUSINESS TELEPHONE	ALTERNATIVE TELEPHONE

CHECK ONE BOX IN SECTION A OR B AND COMPLETE REQUIRED INFORMATION

SECTION A for Repair Garage / Place of Storage (with an agreement)

<input type="checkbox"/> Repair garage with a repair agreement	<input type="checkbox"/> Place of Storage with a storage agreement
DATE CERTIFIED MAIL SENT	DATE OF COMPLETED REPAIR / TERM OF STORAGE

SECTION B for Towing Service / Storage Facility under authority of section R.C. 4513.601
(must include copies of notices and certified returned mail receipts)

<input type="checkbox"/> Towing Service that removed the vehicle under division (B) of section R.C. 4513.601	<input type="checkbox"/> Storage Facility where a for-hire motor carrier delivered a motor vehicle under section R.C. 4513.601.
DATE OF REMOVAL	DATE OF 1ST NOTICE (within 5 business days of removal date)
DATE OF 2ND NOTICE (30 days after 1st notice)	DATE OF 3RD NOTICE (45 days after 1st notice)

Unless otherwise specified, days are equal to calendar days.

By completing this form, I am hereby affirming that ALL of the requirements of R.C. Section 4505.101 and / or 4513.601 have been met. I also am affirming that all the information contained on this form is true and accurate to the best of my knowledge and belief. I understand that providing false information may constitute a criminal offense of falsification under R.C. 2921.13, a misdemeanor of the first degree.

SIGNATURE OF BUSINESS OWNER / AUTHORIZED AGENT X	DATE OF APPLICATION
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NOTARY

Subscribed and sworn to before me this _____ day of _____ in the county of _____ State of Ohio.

(SEAL)

My commission expires _____ **X** _____ SIGNATURE

Additional documentation may be required upon request of the Clerk of Courts.