



# **Unclaimed Motor Vehicle Procedures**

Franklin County Clerk of Courts

*Revised: March 27, 2026*

Dedicated Title Help Line: (614) 525-3090

[www.franklincountyautotitle.com](http://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.

## **Definitions Pertinent to Unclaimed Salvage Affidavit Process**

**Authorized Entity** – any business with which a person entered into an agreement for the repair of a motor vehicle, any for-hire motor carrier that tows motor vehicles, or any place to which such a for-hire motor carrier delivers a towed motor vehicle for storage.

**Motor Vehicle Salvage Dealer** – any person who engages in business primarily for the purpose of selling salvage motor vehicle parts and secondarily for the purpose of selling a retail salvage motor vehicle or manufacturing or selling a product of gradable scrap metal.

**Scrap Metal Processing Facility** – means an establishment having facilities for processing iron, steel, or nonferrous scrap and whose principal product is scrap iron and steel or nonferrous scrap for sale for re-melting purposes.

**Value** - means the wholesale value for that make and model of motor vehicle at the time an affidavit is submitted under this section, as provided in a vehicle valuation guide that is generally available and recognized by the motor vehicle industry, minus all 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) If the motor vehicle was towed by the party seeking title to the motor vehicle under this section, a towing fee;
- c) Storage fees for the period that the vehicle was stored without payment, up to a maximum of thirty days of storage fees.

# **Franklin County Auto Title Locations:**

## **Auto Title North**

220 E Campus View Blvd.  
Columbus, OH 43235

## **Auto Title South**

45 Great Southern Blvd.  
Columbus, OH 43207



## **Auto Title East**

1583 Alum Creek Dr.  
Columbus, OH 43209

## **Auto Title West**

4153 W. Broad Street  
Columbus, OH 43228


## Unclaimed Affidavit Process - Repair Garage or Place of Storage

<p style="text-align: center;"><b>Step One:</b> Determine Value of the Vehicle and the Amount to be Paid to the Clerk.</p>	<ul style="list-style-type: none"> <li>• Verify that the vehicle value is less than \$3500.00.</li> <li>• 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>)</li> <li>• Vehicle Value – Towing Fees – Storage Fees = Amount Paid to the Clerk</li> <li>• <i>Documentation to support estimated cost of repairs and agreed upon cost of repairs indicated on the BMV 4202 form will be required.</i></li> <li>• Documentation to support storage fee total listed on affidavit. Documentation should be itemized by date and associated fee assessed for storage. Please see BMV 4202 for fee restrictions.</li> <li>• Retain a copy of this documentation to file with the Clerk of Courts office.</li> </ul>
<p style="text-align: center;"><b>Step Two:</b> Complete Record Search with BMV or Approved 3<sup>rd</sup> Party Vendor</p> 	<ul style="list-style-type: none"> <li>• Contact the BMV Record Request line at (614) 752-7548 and establish a prepaid account for BMV search or to obtain a list of 3<sup>rd</sup> party vendors approved by the BMV to perform such record searches.</li> <li>• Complete process required by BMV (BMV 1173) or by a 3<sup>rd</sup> party vendor to obtain records information for:             <ol style="list-style-type: none"> <li>1. Lienholder</li> <li>2. Owners last known address</li> </ol> </li> <li>• <b>For BMV Record Searches:</b> BMV 1173 form must be remitted to the Bureau of Motor Vehicles according to the instructions provided on the document. Fees are required for record search. BMV will provide forms BMV 1148 (Title Record) and BMV 2433 (Last Known Address) containing the results of the record search.</li> <li>• <b><i>Search Results should be dated no more than 30 days prior to the initial certified mailing. Retain record search results to submit with your Unclaimed Affidavit as a necessary piece of evidence.</i></b></li> <li>• If the Record Search results indicate “No Records Found”, the applicant cannot obtain title through the Unclaimed Affidavit process and must pursue a court-ordered title.</li> </ul>
<p style="text-align: center;"><b>Step Three:</b> Certified Mail Notification</p> 	<ul style="list-style-type: none"> <li>• You must wait 15 days following the completion of repair or agreed term of storage before mailing your certified mail notification.</li> <li>• Mail a certified notice return receipt requested to the vehicle owner(s) and lien holder(s) using information provided by the BMV or 3<sup>rd</sup> party vendor. 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.</li> <li>• 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.</li> <li>• Retain copies of the returned certified mail receipts to submit with your unclaimed affidavit. <b>Returned receipts must include complete mailing address.</b></li> </ul>



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

**Important Notice:**



If the records received from the Bureau of Motor Vehicles indicate that the person who requested the repair or who agreed to the storage of the motor vehicle is not the owner or lienholder of the motor vehicle, the repair garage or place of storage must also notify the sheriff of the county or the police department of the municipal corporation, township, port authority, or township or joint police district in which the said business is located and in possession of the vehicle. A Law Enforcement Notification Affidavit is required to be filed with your BMV 4202 – Unclaimed Affidavit.

<p><b><u>Step Four:</u></b> Preparing Your Unclaimed Affidavit</p>  <p>Questions? Call (614) 752-7671</p>	<ul style="list-style-type: none"> <li>• Complete BMV 4202 – Unclaimed Motor Vehicle Affidavit Form</li> <li>• BMV 4202 forms are available at <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a> or (614) 752-7671.</li> <li>• Ensure you include the following evidence with your BMV 4202- Unclaimed Motor Vehicle Affidavit form:             <ul style="list-style-type: none"> <li>• Copy of repair invoice/agreement or Storage Contract</li> <li>• Copy of current value of the vehicle as recognized by the motor vehicle industry</li> <li>• Record Search Results</li> <li>• Title Application</li> <li>• Applicant’s Odometer Statement</li> <li>• Signed Certified mail receipts or undeliverable notice</li> <li>• Documentation to support estimated cost of repairs and agreed upon cost of repairs.</li> <li>• Affidavit attesting to notification to law enforcement (if applicable)</li> <li>• Documentation to support storage fees</li> <li>• Any payments required</li> </ul> </li> </ul>
<p><b><u>Step Five:</u></b> Apply for Certificate of Title</p>	<ul style="list-style-type: none"> <li>• Visit a Clerk of Courts Auto Title Office.</li> <li>• Present all evidence listed in Step Four to the Clerk of Courts office.</li> </ul>


## Unclaimed Affidavit Process – Towing Service or Storage Facility

<p style="text-align: center;"><b><u>Step One:</u></b> Determine Value of the Vehicle and Amount to be Paid to the Clerk.</p>	<ul style="list-style-type: none"> <li>• Verify that the vehicle has been towed under division (B) of Section 4513.601 Private tow-away zones.</li> <li>• Verify that all provisions under ORC § 4513.601 have been met.</li> <li>• Verify that the vehicle value is less than \$3500.00.</li> <li>• 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>)</li> <li>• Vehicle Value – Towing Fees – Storage Fees = Amount Paid to the Clerk</li> <li>• <i>Documentation to support estimated cost of repairs indicated on the BMV 4202 form will be required.</i></li> <li>• Documentation to support storage fee total listed on affidavit. Documentation should be itemized by date and associated fee assessed for storage. Please see BMV 4202 for fee restrictions.</li> <li>• Retain a copy of this documentation to file with the Clerk of Courts office.</li> </ul>
<p style="text-align: center;"><b><u>Step Two:</u></b> Complete Record Search with BMV or approved 3<sup>rd</sup> Party Vendor</p> 	<ul style="list-style-type: none"> <li>• Contact the BMV Record Request line at (614) 752-7548 and establish a prepaid account for BMV search or to obtain a list of 3<sup>rd</sup> party vendors approved by the BMV to perform such record searches.</li> <li>• Complete process required by BMV (BMV 1173) or by a 3<sup>rd</sup> party vendor <b><u>within 3 business days of the removal of the motor vehicle</u></b> to obtain records information for:             <ol style="list-style-type: none"> <li>1. Lienholder</li> <li>2. Owners last known address</li> </ol> </li> <li>• <b>For BMV Record Searches:</b> BMV 1173 form must be remitted to the Bureau of Motor Vehicles according to the instructions provided on the document. Fees are required for record search. BMV will provide forms BMV 1148 (Title Record) and BMV 2433 (Last Known Address) containing the results of the record search.</li> <li>• <u>Retain record search results to submit with your Unclaimed Affidavit as a necessary piece of evidence.</u></li> <li>• If the BMV Record Search indicates “No Records Found”, the applicant cannot obtain title through the Unclaimed Affidavit process and must pursue a court-ordered title.</li> </ul>
<p style="text-align: center;"><b><u>Step Three:</u></b> Certified Mail Notification</p> 	<ul style="list-style-type: none"> <li>• Mail a certified notice return receipt requested to the vehicle owner(s) and lien holder(s) using information provided by the BMV or 3<sup>rd</sup> party vendor <b><u>within 5 business days after receiving the owner(s) and any lienholder(s) information.</u></b> 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.</li> <li>• You may also use express mail or any commercial carrier service that requires a signed receipt.</li> <li>• <b>If a signed return receipt by any person or notification that the delivery was not possible is received, STOP, proceed to Step Five. In all other situations proceed to Step Four.</b></li> <li>• Retain all copies of the returned certified mail receipts to submit with your unclaimed affidavit. <b>Returned receipts must include complete mailing address.</b></li> </ul>


## Unclaimed Affidavit Process – Towing Service or Storage Facility (cont'd)

<p><b>Step Four:</b> Second Certified Mail Notification</p> 	<ul style="list-style-type: none"> <li>• If the vehicle remains unclaimed <b>thirty days after the first notice is sent</b>, 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.</li> <li>• You may also use express mail or any commercial carrier service that requires a signed receipt.</li> <li>• <b>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.</b></li> <li>• Retain all copies of the returned certified mail receipts to submit with your unclaimed affidavit. <b>Returned receipts must include complete mailing address.</b></li> </ul>
<p><b>Step Five:</b> 60 Day Waiting Period</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Wait 60 days from the date of signature or notification before proceeding to Step Seven.</li> <li>• If within the 60-day timeframe, during any of the above processes, you <b>never receive</b> either a signed receipt <b>OR</b> notification that the delivery was not possible, then you <b>CANNOT</b> obtain or attempt to obtain a certificate of title to the motor vehicle using the unclaimed motor vehicle affidavit. <b><u>You must apply for a court ordered title.</u></b></li> </ul>
<p><b>Step Six:</b> Preparing Your Unclaimed Affidavit</p>  <p>Questions? Call (614) 752-7671</p>	<ul style="list-style-type: none"> <li>• Complete BMV 4202 – Unclaimed Motor Vehicle Affidavit Form</li> <li>• BMV 4202 forms are available at <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a> or (614) 752-7671.</li> <li>• Ensure you include the following evidence with your BMV 4202- Unclaimed Motor Vehicle Affidavit form: <ul style="list-style-type: none"> <li>• Copy of current value of the vehicle as recognized by the motor vehicle industry</li> <li>• Record search results</li> <li>• Signed Certified Mail receipts or undeliverable notice</li> <li>• Applicant’s Odometer Statement</li> <li>• Documentation to support estimated cost of repairs</li> <li>• Documentation to support storage fee cost</li> <li>• Title Application</li> <li>• Any payments required</li> </ul> </li> </ul>
<p><b>Step Seven:</b> Apply for Certificate of Title</p>	<ul style="list-style-type: none"> <li>• Visit a Clerk of Courts Auto Title Office.</li> <li>• Ensure you present all evidence listed in Step Seven to the Clerk’s office.</li> </ul>

## Unclaimed Affidavit Process -Authorized Entity Salvage Title

<p><b><u>Step One:</u></b> Determine the Value of the Vehicle</p>	<ul style="list-style-type: none"> <li>• Verify that the vehicle value is less than \$1500.00.</li> <li>• Wholesale Value – Estimated Cost of Repairs- Towing Fee – Storage Fee (capped at 30 days) = Vehicle Value</li> <li>• Documentation to support estimated cost of repairs and agreed upon cost of repairs indicated on the BMV 4209 form will be required.</li> <li>• Documentation to support storage fee total listed on affidavit. Documentation should be itemized by date and associated fee assessed for storage. Please see BMV 4209 for fee and time restrictions.</li> <li>• The motor vehicle is inoperable</li> <li>• The motor vehicle is impossible to restore for highway operation</li> <li>• Retain a copy of this documentation to file with the Clerk of Courts office.</li> </ul>
<p><b><u>Step Two:</u></b> Document that the motor vehicle is inoperable and impossible to restore for highway operation.</p>	<ul style="list-style-type: none"> <li>• Photographs of the motor vehicle must validate the determination of the vehicle and be submitted to the Clerk with the BMV 4209 – Unclaimed Salvage Motor Vehicle Affidavit.</li> <li>• Photos shall include, at minimum, the motor vehicle’s VIN plate, body and any damage proving the vehicle is both inoperable and impossible to restore for highway operation. NOTE: If no VIN is available, a photo is required that clearly validates there is no VIN plate on the vehicle.</li> <li>• Document physical description of the damage on the vehicle on the BMV 4209 – Unclaimed Salvage Motor Vehicle Affidavit.</li> </ul>
<p><b><u>Step Three:</u></b> Complete Record Search with BMV or approved 3<sup>rd</sup> Party Vendor</p>  <p>Questions? Call (614) 752-7671</p>	<ul style="list-style-type: none"> <li>• Contact the BMV Record Request line at (614) 752-7548 and establish a prepaid account for BMV search or to obtain a list of 3<sup>rd</sup> party vendors approved by the BMV to perform such record searches.</li> <li>• Complete process required by BMV (BMV 1173) or by a 3<sup>rd</sup> party vendor to obtain records information for:             <ol style="list-style-type: none"> <li>1. Lienholder</li> <li>2. Owners last known address</li> </ol> </li> <li>• <b>For BMV Record Searches:</b> BMV 1173 form must be remitted to the Bureau of Motor Vehicles according to the instructions provided on the document. Fees are required for record search. BMV will provide forms BMV 1148 (Title Record) and BMV 2433 (Last Known Address) containing the results of the record search.</li> <li>• <u>Retain record search results to submit with your Unclaimed Affidavit as a necessary piece of evidence.</u></li> <li>• If an entity is filing an Unclaimed Salvage Motor Vehicle Affidavit with BMV search results/certified mailings dated prior to April 6, 2017, contact our dedicated Customer Service Help Line for further instruction.</li> <li>• If the BMV Record Search indicates “No Records Found”, the applicant must pursue a court-ordered title.</li> </ul>
<p><b><u>Step Four:</u></b> Certified Mail Notification</p>	<ul style="list-style-type: none"> <li>• Within 8 days after record search provides identity of owner and any lien holder the authorized entity shall send written notice to them to remove the motor vehicle by certified or express mail with a return receipt requested or by a commercial carrier service utilizing any form of delivery requiring a signed receipt.</li> <li>• If vehicle was obtained by a towing service or storage facility as a result of being towed, then notice shall include notice that if the owner disputes that the motor vehicle was lawfully towed, the owner may be able to file a civil action under section 4513.611 of the revised code.</li> </ul>

## Unclaimed Affidavit Process – Authorized Entity Salvage Title (cont'd)

<p><b>Step Five:</b> 30 Day Waiting Period</p>	<ul style="list-style-type: none"> <li>• Must wait 30 days after notices have either been received as evidenced by a receipt signed by any person or notice that the delivery was not possible before filing.</li> </ul>
<p><b>Step Six:</b> Preparing Your Unclaimed Affidavit</p>  <p>Questions? Call (614) 752-7671</p>	<ul style="list-style-type: none"> <li>• Complete BMV 4209 – Unclaimed Salvage Motor Vehicle Affidavit Form</li> <li>• BMV 4209 forms are available at <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a> or (614) 752-7671.</li> <li>• Ensure you include the following evidence with your BMV 4209- Unclaimed Motor Vehicle Affidavit form:             <ul style="list-style-type: none"> <li>• Copy of current value of the vehicle as recognized by the motor vehicle industry</li> <li>• Record search results</li> <li>• Signed Certified Mail receipts or undeliverable notice</li> <li>• Applicant’s Odometer Statement</li> <li>• Title Application</li> </ul> </li> <li>• Documentation to support estimated cost of repairs</li> <li>• Documentation to support storage fee cost.</li> <li>• Any payments required</li> <li>• Photographs that substantiate the value of the vehicle and physical description</li> </ul>

## **FORMS**

- BMV 4202 – Unclaimed Motor Vehicles Affidavit
- BMV 4209 – Unclaimed Salvage Motor Vehicles Affidavit
- Clerk of Courts Law Enforcement Notification Affidavit



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

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

The purpose of the affidavit is to affirm that the requirements of section 4505.101 of the R.C. have been satisfied in order to obtain a certificate of title for an unclaimed motor vehicle with a vehicle value less than three thousand five hundred dollars (\$3500).

BUSINESS NAME OF REPAIR GARAGE / PLACE OF STORAGE OR TOWING SERVICE / STORAGE FACILITY		
BUSINESS STREET ADDRESS	P.O. BOX	COUNTY
CITY	STATE	ZIP CODE
BUSINESS OWNER / AUTHORIZED AGENT NAME	BUSINESS TELEPHONE	ALTERNATIVE TELEPHONE

**VEHICLE INFORMATION** *The owner's information as identified from the search of the records of the Bureau of Motor Vehicles (BMV)*

OWNER'S NAME ON TITLE	OWNER'S ADDRESS		
LIENHOLDER'S NAME ON TITLE <i>(if applicable)</i>	LIENHOLDER'S ADDRESS		
VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR	MAKE	MODEL

**VEHICLE VALUE** *(must be less than \$3500 to use this affidavit)*

Wholesale Value <i>(as provided in a vehicle valuation guide recognized by the motor vehicle industry)</i>	(A) \$
Estimated cost of repairs to restore vehicle to wholesale value	(B) \$
Cost of agreed upon repairs	(C) \$
<b>VEHICLE VALUE</b>	<b>(A) - (B) - (C) = \$</b>
Towing fees*	(1) \$
Storage fees* <i>(only for the period of time the vehicle was stored without payment)</i>	(2) \$
<b>AMOUNT PAID TO THE CLERK</b>	<b>VEHICLE VALUE - (1) - (2) = \$</b>

\* Maximum fees for Towing Services, see page 2 of the affidavit.

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

**SECTION A - REPAIR GARAGE / PLACE OF STORAGE** *(with an agreement)*

*A motor vehicle has been left unclaimed for 15 days or more after the completion of a requested repair or agreed term of storage. (must include copies of notices and certified returned mail receipts)*

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

**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 VEHICLE WAS DROPPED OFF / TOWED	DATE OF 1ST NOTICE <i>(within 5 business days of received BMV records search)</i>
DATE OF 2ND NOTICE <i>(30 days after 1st notice)</i>	DATES OF SIGNED RECEIPTS OR UNDELIVERABLE NOTICES

**UNLESS OTHERWISE SPECIFIED, DAYS ARE EQUAL TO CALENDAR DAYS.**

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

SIGNATURE OF BUSINESS OWNER / AUTHORIZED AGENT <b>X</b>	DATE OF APPLICATION
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<p><b>Notary</b></p> <p>Sworn to and subscribed in my presence this _____ day of _____, 20____ in _____ County, State of _____.</p> <p style="text-align: center;">(Notary Seal)</p> <p><b>X</b> _____ My commission expires _____</p> <p>Signature of Notary Public or other Authorized Officer by law</p>
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**ADDITIONAL DOCUMENTATION MAY BE REQUIRED UPON REQUEST OF THE CLERK OF COURTS.**

*THE ACCEPTANCE OF PRESENTED DOCUMENTATION FOR THE ISSUANCE OF A TITLE IS AT THE DISCRETION OF THE CLERK.*

**FEES**

The following storage and tow removal fees for Towing Services are as is, until such time that rules have been established by the Public Utilities Commission of Ohio (PUCO).

REMOVAL OF VEHICLE	
Maximum fee	\$ 129
Maximum fee for vehicles that exceed 10,000 lbs. (mfg. GVW*)	\$ 216

STORAGE OF VEHICLE	
Maximum fee per 24 hour period	\$ 17
Maximum fee for vehicles that exceed 10,000 lbs. (mfg. GVW*) per 24 hour period	\$ 29

\*Manufacturer's Gross Vehicle Weight



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**UNCLAIMED SALVAGE MOTOR VEHICLE AFFIDAVIT**  
Section 4505.103 of the Ohio Revised Code (R.C.)

The purpose of the affidavit is to affirm that the requirements of section 4505.103 of the R.C. have been satisfied in order to obtain a salvage certificate of title that is marked "FOR DESTRUCTION ONLY" for an unclaimed salvage motor vehicle with a vehicle value less than one thousand five hundred dollars (\$1500).

BUSINESS NAME OF REPAIR GARAGE / TOWING SERVICE / STORAGE FACILITY		
BUSINESS STREET ADDRESS	P.O. BOX	COUNTY
CITY	STATE	ZIP CODE
BUSINESS OWNER / AUTHORIZED AGENT NAME	BUSINESS TELEPHONE	ALTERNATIVE TELEPHONE

**VEHICLE INFORMATION** *The owner's information as identified from the search of the records of the Bureau of Motor Vehicles (BMV)*

OWNER'S NAME ON TITLE	OWNER'S ADDRESS		
LIENHOLDER'S NAME ON TITLE <i>(if applicable)</i>	LIENHOLDER'S ADDRESS		
VEHICLE IDENTIFICATION NUMBER (VIN) <i>(if available)</i>	YEAR	MAKE	MODEL

**PHOTOGRAPHS OF THE MOTOR VEHICLE MUST VALIDATE THE DETERMINATION OF THE VEHICLE VALUE AND BE SUBMITTED TO THE CLERK WITH THE AFFIDAVIT.** *(Photos shall include, at minimum, the motor vehicle's VIN plate, body, and any damage proving the vehicle is both inoperable and impossible to restore for highway operation.) NOTE: If no VIN is available, a photo is required that clearly validates there is no VIN plate on the vehicle.*

PHYSICAL DESCRIPTION OF THE DAMAGE ON THE VEHICLE
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**VEHICLE VALUE** *(Must be less than \$1500 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) \$
Towing fees*	(C) \$
Storage fees* (may only deduct fees for a maximum of 30 days for vehicles stored without payment)	(D) \$
<b>VEHICLE VALUE</b>	(A) – (B) – (C) – (D) =\$

\* Maximum fees for Towing Services, see page 2 of the affidavit.

**REPAIR GARAGE / TOWING SERVICE / STORAGE FACILITY**

*The affidavit may not be filed sooner than 30 days after the notice of receipt has been received.*

<input type="checkbox"/> REPAIR GARAGE	<input type="checkbox"/> TOWING SERVICE	<input type="checkbox"/> STORAGE FACILITY
DATE VEHICLE WAS DROPPED OFF / TOWED	DATE CERTIFIED MAIL SENT (within 8 business days of received BMV records search)	
DATE OF SIGNED RECEIPT OR UNDELIVERABLE NOTICE	DATE OF VEHICLE REMOVAL / DISPOSAL	

*(must include copies of notices and certified returned mail receipts)*

**UNLESS OTHERWISE SPECIFIED, DAYS ARE EQUAL TO CALENDAR DAYS.**

By completing this form, I am hereby affirming that **ALL of the requirements** of section 4505.103 of the R.C. have been met and I attest that all the information contained on this form is true and accurate. I understand that providing false information may constitute a criminal offense of falsification under section 2921.13 of the R.C. and is a misdemeanor of the first degree.

SIGNATURE OF BUSINESS OWNER / AUTHORIZED AGENT <b>X</b>	DATE OF APPLICATION
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**Notary:**

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ County,

State of \_\_\_\_\_  
(Notary Seal)

**X** \_\_\_\_\_ My commission expires \_\_\_\_\_  
Signature of Notary Public or other Authorized Officer by law

**UPON RECEIPT OF THE AFFIDAVIT, APPLICATION FOR A SALVAGE CERTIFICATE OF TITLE, AND A FOUR DOLLAR TITLE PROCESSING FEE, ADDITIONAL DOCUMENTATION MAY BE REQUIRED UPON REQUEST OF THE CLERK OF COURTS.**

*THE ACCEPTANCE OF PRESENTED DOCUMENTATION FOR THE ISSUANCE OF A TITLE IS AT THE DISCRETION OF THE CLERK.*

## FEES

The following storage and tow removal fees for Towing Services are as is, until such time that rules have been established by the Public Utilities Commission of Ohio (PUCO).

REMOVAL OF VEHICLE	
Maximum fee	\$ 120
Maximum fee for vehicles that exceed 10,000 lbs. (mfg. GVW*)	\$ 216

STORAGE OF VEHICLE	
Maximum fee per 24 hour period	\$ 17
Maximum fee for vehicles that exceed 10,000 lbs. (mfg. GVW*) per 24 hour period	\$ 29

\*Manufacturer's Gross Vehicle Weight

**UNCLAIMED AFFIDAVIT PROCESS**  
*LAW ENFORCEMENT NOTIFICATION AFFIDAVIT*

**Note:** This affidavit must be filed with BMV 4202 – Unclaimed Motor Vehicle Affidavit in situations where a person who requested the repair or agreed to storage of a motor vehicle is not the owner or lienholder of the motor vehicle as indicated in the record search results provided by the Bureau of Motor Vehicles. (BMV 1149/2433)

State of **Ohio**

County of **Franklin**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN: \_\_\_\_\_

I, \_\_\_\_\_ agent for \_\_\_\_\_

(Authorized Entity). Do hereby swear that the above vehicle was delivered to us by:  
\_\_\_\_\_ (Repair Requester) on this date \_\_\_\_\_

After a search of the records was completed, it was determined the legal owner(s) and  
lien holder(s) are:

Legal Owner: \_\_\_\_\_

Lien Holder: \_\_\_\_\_

We are applying for an Unclaimed Motor Vehicle Title pursuant to section O.R.C. 4505.101(A).

The \_\_\_\_\_ (Law Enforcement Agency)  
was notified of our possession of the vehicle on \_\_\_\_\_ (date) by \_\_\_\_\_ (method)

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Identification Presented  
(Type & Number)

Sworn to and subscribed in my presence by \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Clerk, Deputy Clerk of Courts, Notary)