



NJ Fees/Check Sheet

Purchase Price (Base Price)	Add+	
All Aftermarkets and Warranties (Include all lines such as Freight, Doc Fee, Prep Fee, Service Contracts, Accessories etc., exclude only GAP)	Add+	
Trade Allowance	Minus-	
Taxable Amount (Taxes 6.625%) *Lease Deals are not Tax Exempt, taxes is based on Lease Agreement price, not Sale price. **Luxury vehicles (Price greater than \$45K or vehicles with 19 MPG or Less will be subject to an additional .4% fee.	Equals=	
Title Fee	\$60	
Lien Fee - (if applicable)	\$25	
Please Provide Full Name and Address of Lien Holder to ensure correct one is Registered to vehicle: _____		
Registration Fee - (Is based on weight and starts at \$35.50/year https://www.state.nj.us/mvc/vehicles/regfees.htm)		
New Tag/Transfer fee - New Tag \$30, Transfer \$4.50 *If transferring tag please include transfer reg. Tags cannot be transferred from one person to another, a new tag will be issued. If a second person needs to be added that can be done but we cannot take off a person they will have to do this at NJ DMV themselves.	\$30 \$10	
Maria's Fee (75)	\$75	
What is the Color of the Vehicle? _____		

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Documents Needed for Regular Title/Reg:

- OS/SS-UTA (Title App)
- OSS-14 (On All New Vehicles)
- BA-49 (Registration Application)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- NJ Sales and Used Tax Breakdown Sheet
- Title/Lien Releases/Reassignments or MSO/MCO (Please make sure to fill out odom section on back of COs)
- Odometer Disclosure Statement
- NJ DL (Back and Front)
- Current NJ Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA

Documents Needed for Transfers:

- OS/SS-UTA (Title App)
- OSS-14 (On All New Vehicles)
- BA-49 (Registration Application)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- NJ Sales and Used Tax Breakdown Sheet
- Title/Lien Releases/Reassignments or MSO/MCO (Please make sure to fill out odom section on back of COs)
- Odometer Disclosure Statement
- NJ DL (Back and Front)
- Current NJ Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA
- Transfer Reg (Cannot be transferred from 1 person to another. If 2 people on reg we cannot take 1 off, new tags will be issued, if one and adding a second person that can be done First person will remain first always.)

Documents Needed for Lease Deals:

- OS/SS-UTA (Title App)
- OSS-14 (On All New Vehicles)
- BA-49 (Registration Application)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- NJ Sales and Used Tax Breakdown Sheet (Specific to Lease Deals)
- Title/Lien Releases/Reassignments or MSO/MCO (Please make sure to fill out odom section on back of COs)
- Odometer Disclosure Statement
- NJ DL (Back and Front)
- Current NJ Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA
- Attorney in fact Letter (Lessor POA for Dealer/Lesse)
- Leasing Contract

Documents Needed for Regular Title/Reg - *Businesses* :

- OS/SS-UTA (Title App)
- OSS-14 (On All New Vehicles)
- BA-49 (Registration Application)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- NJ Sales and Used Tax Breakdown Sheet
- Title/Lien Releases/Reassignments or MSO/MCO (Please make sure to fill out odom section on back of COs)
- Odometer Disclosure Statement
- NJ DL (Back and Front)
- Current NJ Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA
- Proof of Corp (Registration Certificate in the state of NJ or Utility Bill w/Current add in company name. *Utility bill can only be Phone/Internet Gas/Electric)
- If person signing for company is not a Corporate officer, we need their DL (Front and Back) and either Corporate POA signed by officer and with the "signature of grantee" line and their signature, must be wet signatures and notarized or a notarized letter on company letterhead granting permission.

Documents Needed for Title Only:

- OS/SS-UTA (Title App)
- OSS-14 (On All New Vehicles)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- NJ Sales and Used Tax Breakdown Sheet
- Title/Lien Releases/Reassignments or MSO/MCO (Please make sure to fill out odom section on back of COs)
- Odometer Disclosure Statement
- NJ DL (Back and Front)
- POA

Documents Needed for Duplicate Title:

- OS/SS-UTA (Title App)
- Letter of Authorization (Sample on next Page)
- Proof of Ownership (NJ Reg Card, ins card showing Vin)
- Lien Release if Lien is to be taken off
- NJ DL (Back and Front)
- POA

*If Lien is to stay on title, LH must provide Letter of Authorization for DT request on their Letterhead (Sample on page 5), and owner auth letter must also be included

Authorization from Owner

Dealer Letterhead/Logo

RE: Duplicate Title Authorization

I _____ authorize
(Printed Owners Name)

_____ to acquire a duplicate title
(Print Dealership's Name)

on my behalf for the following vehicle:

Year: _____

Make: _____

Model: _____

VIN: _____

Signature of Owner: _____ Date: _____

Signature of Co-Owner: _____ Date: _____

**Signature and
Notary Stamp**

Lien Holder Authorization Letter for Duplicate Title

LH Letterhead/Logo

Date: _____

Customer Name
Address
City, state, Zip

RE: Year, Make , Model, VIN

Dear (*Customer's Name*),

We hereby authorize you to apply for a Duplicate Title. Ur interest Remains.

Very Truly Yours,

(*Signature of Authorized LH Representative*)

**Signature and
Notary Stamp**

Documents Needed for Replacement/Corrected Title:

- OS/SS-UTA (Title App)
- Title to be Replaced/Corrected
- Lien Release if Lien is to be taken off
- NJ DL (Back and Front)
- POA

*If Lien is to stay on title, LH must provide Letter of Authorization for Replacement/Corrected title request on their Letterhead (Sample on Previous page).

Documents Needed for Lien Add:

- OS/SS-UTA (Title App)
- Title w/o Lien
- Lien Release if Lien is to be taken off
- NJ DL (Back and Front)
- POA

Documents Needed for Lien Correction:

- OS/SS-UTA (Title App)
- Title to be Corrected
- Letter of Correction on Dealership Letterhead (Must state nature of error, full VIN, Customer name, and state the dealership recorded incorrect Lien info in error).
- Lien Release or Letter of No Interest from Incorrect Lien Holder
- A copy of the signed, unaltered Security agreement/ Fin contract showing the correct LH, dated prior to title issue date.
- Copy of signed, unaltered BOS showing alternate payment, if no lien is applicable. (Must be dated prior to title issue Date).
- NJ DL (Back and Front)
- POA