



**DAVID JORDAN**  
LAKE COUNTY TAX COLLECTOR

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**Commercial Title Services Checklist**  
*Please Complete & Staple to Each Transaction*

Customer's Name \_\_\_\_\_ VIN # \_\_\_\_\_

- Manufacturer's Statement/ Certificate of Origin**
- Certificate of Title:** How would you like the titled processed? (If not checked below, title will be mailed).
  - Fast Title \*                       Mail Title                       Electronic Title

\* (Note: Need fast title authorization/release)
- Motor Vehicle Title Reassignment (HSMV 82994)**
  - Accurately completed when applicable
- Application for Certificate of Title with / without Registration (HSMV 82040)**
  - No erasures or alterations can be accepted
- Power of Attorney**
- Proof of Identification- Submit a copy of ONE of the following:**
  - **Individuals:** State issued driver's license, state issued photo I.D., Canadian or U.S. Territory issued driver's license or photo identification card, or passport (all documentation must have a photo)
  - **Businesses:** FEID documents, fictitious name documents or corporation papers filed with the state
- Issue New license Plate**
- Transfer of Current Registration:** If you are transferring a current Florida license plate that is registered to at least one of the applicants of this vehicle, a copy of the current registration **or** the following is required:

License Plate Number: \_\_\_\_\_ or Non-Use Affidavit

  - Transfer Only (don't renew)
  - Transfer and Renew (Circle renewal: 30 day, 60 day, 90 day)
  - Transfer, Renew and Replace (Circle renewal: 30 day, 60 day, 90 day)
- Application for Replacement License Plate and/or Validation Decal: (HSMV 83146)** must be completed when a license plate needs to be replaced.
- Proof of Current Florida Insurance:** One of the following acceptable forms is required:
  - FL Insurance Policy       FL Identification Card       FL Insurance Affidavit

(Note: All acceptable forms of insurance verification **must have the five-digit company code** to accurately identify the company.)

Any rejected work will be returned with a customer information sheet detailing the reason and the documentation needed to process.

**CommercialTitleServicesChecklist**– Last Update 12/19/2018

South Lake Regional Service Center  
1505 Hooks Street  
Clermont, FL 34711  
Fax 352-253-6076

Northeast Regional Service Center  
1800 David Walker Drive  
Tavares, FL 32778  
Fax 352-253-6058

Northwest Regional Service Center  
1720 N. Citrus Blvd.  
Leesburg, FL 34748  
Fax 352-253-2136