



BOB M^cKEE

LAKE COUNTY TAX COLLECTOR

laketax.com

P.O. Box 268 • Tavares, Florida 32778-0268 • Telephone 352-253-6075

WHAT OPTIONS ARE THERE TO PROCESS COMMERCIAL WORK? (DEALER, ATTORNEY, TITLE COMPANY, OR TOWING & STORAGE)

1) DROP-OFF WORK:

- Most transactions are completed and available for pickup within 2 business days, after 4 p.m.
- Commercial (**dealer, attorney, title company, towing and storage**) work may be dropped off at any Service Centers listed on the bottom of the page for processing
- Drop bundled work off by placing it in the outside drop box. The drop box is checked several times a day
- Incomplete work is returned with a customer information sheet detailing the reason and the documents needed to process the work
 - Resubmitted work will be subject to the 2 business day turn-around
- **Drop off transactions will require all of the following:**
 - a) A signed check made payable to **Bob M^cKee, Lake County Tax Collector**, the amount will be entered upon completion of transactions
 - b) See reverse side **Commercial Title Services Checklist**

Two (2)-Business Day Turnaround Chart	
Title Work Dropped Off On:	Available After 4:00 On:
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

2) MAKE AN APPOINTMENT: <http://www.laketax.com/dl> select Driver License - then select Commercial (dealer, attorney, title company, towing and storage) to make an appointment

- Commercial (**dealer, attorney, title company, or towing and storage**) customers are able to make an appointment online to bring in work (save time and jump the line) wait on 3 pieces of title work per day (per commercial company).

3) WALK-IN AND WAIT ON WORK: Available from 8:30 a.m. to 3:00 p.m.

- Commercial (**dealer, attorney, title company, or towing and storage**) customers are able to wait on 3 pieces of title work per day (per commercial company) processed at a counter while waiting with all other walk-in customers

CommercialTitleServicesChecklist– Last Update 8/30/2018

South Lake Regional Service Center
1505 Hooks Street
Clermont, FL 34711
352-253-2131
Fax 352-253-6076

Northeast Regional Service Center
1800 David Walker Drive
Tavares, FL 32778
352-253-6050
Fax 352-253-6058

Northwest Regional Service Center
1720 N. Citrus Blvd.
Leesburg, FL 34748
352-253-2135
Fax 352-253-2136



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Commercial Title Services Checklist

You may find this helpful to complete & staple to each transaction

Customer's Name _____ VIN # _____

Note: Erasures, whiteout or alterations cannot be accepted on documentation

- A signed check made payable to Bob M^cKee, Lake County Tax Collector**, the amount will be entered upon completion of transactions (one check can be used for multiple transactions)
- Manufacturer's Statement / Certificate of Origin**
- Certificate of Title:** How would you like the titled processed? (Electronic Title if not checked below)
 - Fast Title *
 - Mail Title

* (Note: Need fast title authorization/release)
- Motor Vehicle Title Reassignment (HSMV 82994)** completed when applicable)
- Application for Certificate of Title with / without Registration (HSMV 82040)** section #2 for the license plate number and section #11 for non-use and other certifications in lieu of additional documents)
- Power of Attorney**
- Proof of Identification- Submit a copy of ONE of the following:**
 - **Individuals:** State issued driver license, state issued photo ID, Canadian or U.S. Territory issued driver license or photo identification card, or passport (all documentation must have a photo)
 - **Businesses:** FEID, fictitious name, corporation documents or trust documentation
- Transfer of Current Registration:** If you are transferring a current Florida license plate registered to one of the applicants of this vehicle, a copy of the current registration **or** the following is required:
- License Plate Number:** _____ (check one below)
 - Issue New license Plate
 - Transfer only (don't renew) *Note: If within 30 days renewal is automatic for 1 year*
 - Transfer and Renew *Note: If renewal is within 90 days renew for 15 months*
 - Transfer, Renew and Replace *Note: If renewal is within 30 days renewal is automatic for 1 year**
 - Transfer, Renew and Replace *Note: If renewal is within 90 days renew for 15 months**

* **Application for Replacement License Plate, Validation Decal: (HSMV 83146)** submit 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 with the **five-digit company code** to accurately identify the insurance company)

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

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