

## Procedure For Applying For Title and Filing of Mortgage

Forms available at: <http://www.colorado.gov/revenue/dmv>

- 1) Title or MSO
  - a) Requirements with an Out of State Title or MSO
    - i) Verification of Vehicle Identification (DR2395) can be performed by a Licensed Colorado Emission Station, a Colorado Law Enforcement Officer or a Licensed Colorado Dealer. This completed form must accompany the title application.
  
- 2) Completed Application for Title DR2395
  - a) Where the Application for Title states "First Lienholder", please put the secured parties name and address, complete with zip code.
  - b) Please include the lien amount in the "Lien Amount" box. This amount must agree with one of the amounts on the security agreement.
  - c) Secure & Verifiable Identification is required.
    - i) Details on State website: <http://www.colorado.gov/revenue/dmv> - Frequently Asked Questions
    - ii) Complete the lower area of the Application for Title, DR2395 with the buyers (current owner if refinance) Secure & Verifiable ID information
    - iii) If the DR2395 does not have the Secure & Verifiable area, a supplemental form DR2842 is required.
  
- 3) Security Agreement:
  - a) A complete and legible security agreement is required. Any corrections to the security agreement must be dated and a signature of the full name of the person making the correction is needed.
  - b) Secured parties name (mailing address must appear on the Application for Title)
  - c) Full description of the vehicle (Year, Make, and Full Vehicle ID#).
  - d) Lien amount (must agree with the lien amount on the Application for Title).
  - e) Signature of borrower. At least one person on the title must sign loan agreement.
  
- 4) Fees:
  - a) Title Fee
    - i) \$7.20 for each new title issued on or after 9-1-06
      - (1) Adding a lien, Refinances, or Name Change
  - b) Sales Tax
    - i) Rate based on Buyer(s) and Seller(s) address – Call for rate if needed
    - ii) Calculated against purchase price less trade in (if applicable)
  - c) Mortgage Filing Fees
    - i) Documents 8½" x 14"
      - (1) \$5.00 per side per page
        - (a) Single sided, single page document = \$5.00
        - (b) Double sided, single page document = \$10.00
    - ii) Documents Larger than 8½" x 14"
      - (1) \$10.00 per side per page
        - (a) Single sided, single page document = \$10.00
        - (b) Double sided, single page document = \$20.00

5) All checks should be made payable to: COUNTY CLERK  
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Phone: (303) 271-8100