

LEASED VEHICLE Checklist For Cars, Trucks and Motorcycles

You may fax to 605-202-7311 or take a picture or scan and e-mail to Americas.Mailbox@GMail.com
Must be completed FULLY to have us figure fees

Name: _____ PMB: _____ Today's Date: _____
(Please use BLOCK letters for e-mail to ensure accuracy.)

Phone: _____ E-mail: _____

Use a separate checklist for each vehicle. ALL lines MUST be completed.

Please Provide:

1. Your original title OR Certificate of Origin (for new vehicle)
2. Copy of your current, valid driver's license
3. Social Security Card, W-2, or 1099, if you DO NOT have a SD driver's license
4. Lease Security Agreement
5. Power of Attorney from Lessor to Lessee
6. FEIN of Lessor
7. Basic Vehicle Information

For SD Plate
Transfer TO this
vehicle, please send
us a copy of
your CURRENT
SD registration

Purchase date: _____

Is the paper title in your hands? _____ What state is it currently titled in? _____

Is there a lien? _____ IF YES: Have you sent the title request form to your lienholder? _____

Year _____ Make _____ Model & Model Package _____

Color _____ Approximate weight _____ Number of tires _____ Fuel Type _____

CCs of motorcycle _____ Odometer _____

8. For vehicles coming from the states of AL, AK, MT, NH, NC, OR, & SC:

You must go to NADAGuides.com, enter your specific vehicle information, and print out the detailed spec sheet AND current clean retail value sheet.

9. Clear copy of the signed, dated bill of sale or purchase order, on a new purchase. Must show VIN, value, year, make and model of trade-in to receive tax credit.
10. Proof of taxes paid—For any title issued less than 6 months ago, provide either a bill of sale or DMV receipt showing sales tax.
11. Notarized Power of Attorney

NOTE: Some vehicles may require additional documents, which we will let you know about.

Please note, our service fee for processing your vehicle registrations will be taken from your postage and services fund and generally ranges from \$44.99 to \$64.99 plus tax.