



## Out of State Buyer Titled/Registered Asset Checklist

Affiliate Name: \_\_\_\_\_

Auction ID: \_\_\_\_\_

VF & Paperwork Due: Within 10 days of Auction Close Date (**MUST be received by the Title Dept. by this date, VF submitted through Bill & Pay, include Auction ID & lot #'s**)

Lot #: \_\_\_\_\_ Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_

**Buyer & Seller Requirements – Must Be Received by K-BID Title Dept. by Paperwork Due Date – Please note**

### **Out of State Buyer (Requirements)**

Also applies to winning bidders who intend to register the vehicle in another State.

- Fees: Collect \$200 Doc Admin Fee & \$20 Excise Fee (only if Excise Fee is listed on the invoice)
- Copy Buyer's Driver's License – **front & back required**
- Buyer Signs & Dates the invoice file copy after writing the following on the invoice: "**I took possession of the title as I will be registering this vehicle in the State of \_\_\_\_\_.**"
- Remove License Plates & attach 60-day permit to rear license plate.
- Buyer leaves with paid invoice, title, lien release card (if applicable) and 60 day permit.

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**Affiliate is responsible for submitting the following to K-BID within 10 days of the Auction Close Date:**

- \$200 Doc Admin
- \$20 Excise Fee (if applicable)
- Original Consignment form
- Copy of the Buyer's Driver's License – front & back
- Buyer Signed & Dated Invoice stating they took the Title
- Out of State Buyer checklist