



MECHANIC LIEN PROCESS-STEP ONE

VIN		Completed Repair Date	
Year & Make		Owner/Lienholder Notice Date	
Mechanic Shop		County Notice Date	
Title Service	NAME:	Email:	
	PHONE:		
NOTIFICATIONS MUST BE SENT WITHIN 30 DAYS OF COMPLETED REPAIRS			
NOTIFICATIONS MUST CONTAIN THE FOLLOWING INFORMATION			
	Legal name of Mechanic Shop		Hours of operation
	Mechanic Shop Address		Total Charges
	Mechanic Shop Phone Number		Subject to a mechanic lien <small>(Property Code, Chapter 70)</small>
	Vehicle Location		Signed copy of work order
	EIN, TIN or SSN		Vehicle Description <small>(Year, Make, VIN)</small>
Notifications must be by certified mail to the following parties			
	Recorded Owner(s)		Person(s) on the work order
	Lienholder(s)		Renewal Recipient(s) <small>(Recommended)</small>
NOTIFICATION TO HCTO MUST BE WITHIN 30 DAYS OF COMPLETED REPAIRS DATE			
<i>HCTO Notification constitutes the following submitted document copies and \$25.00</i>			
	PS3800(s)		Notification Letter - Unaltered
	Title and Registration Verification		Signed Work Order
	Tow bill over \$150.00		
Helpful Hints			
<p>The vehicle may be sold 31 days after sending the county notification in addition to the \$25 Administrative fee receipt.</p> <p>The vehicle must pass inspection if applying for registration at the time of title application. The US Post Office Track and Confirm is not acceptable as proof of notification.</p> <p>The title and registration verification must be from a governmental agency. Per TxDMV, Harris County has opted to accept third party vendor verifications.</p> <p>The \$25.00 Administrative fee is non-refundable.</p> <p>Verify all documents are complete and unaltered before submission to avoid unnecessary returns.</p>			