



**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:		
<b>NOTIFICATIONS MUST BE SENT WITHIN 30 DAYS OF COMPLETED REPAIRS</b>			
<b>NOTIFICATIONS MUST CONTAIN THE FOLLOWING INFORMATION</b>			
	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>
<b>Notifications must be by certified mail to the following parties</b>			
	Recorded Owner(s)		Person(s) on the work order
	Lienholder(s)		Renewal Recipient(s) <small>(Recommended)</small>
<b>NOTIFICATION TO HCTO MUST BE WITHIN 30 DAYS OF COMPLETED REPAIRS DATE</b>			
<b><i>HCTO Notification constitutes the following submitted document copies and \$25.00</i></b>			
	PS3800(s)		Notification Letter - Unaltered
	Title and Registration Verification		Signed Work Order
	Tow bill over \$150.00		
<b>Helpful Hints</b>			
<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>			