



MECHANIC LIEN PROCESS-STEP TWO

VIN		Foreclosure Date	
Year & Make		Completed Repair Date	
Mechanic Shop		Public Sale Date	
Title Service	Name:	Email:	
	Phone:		
Please submit the following completed original documents to our office			
	Form 130U – Title Application		PS3800
	VTR-265-M Mechanic’s Lien		PS3811
	Title and Registration Verification		Unopened letters returned by USPO
	Proof of Insurance in buyer’s name		Signed work order
	Form VTR-270 – Physical Inspection		\$25.00 Administrative Fee Receipt
Additional Documents May Apply			
	Vehicle Inspection Report (VIR) – OOS Vehicles – Must be signed and original		Weight Certificate (Vehicles 18,000+)
	VIR for Registration		VTR-61 – Rebuilt Salvage
	Emission Inspection		Other:
Helpful Hints			
<p>The US Post Office Track and Confirm is not acceptable as proof of notification. The title and registration verification must be from a governmental agency. Per TxDMV, Harris County has opted to accept third party vendor verifications. Proof of Insurance is not required if “Title Only” is selected on the form 130U, Title Application. Penalties will apply if the vehicle is not transferred within 30 days of the Public Auction Date Verify all documents are complete and unaltered before submission to avoid unnecessary returns.</p>			