

New Jersey Title Reference Guide



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Table of Contents

Contact Information 3

Title and Disposal Information..... 4

 Standard Title Processing 4

 MVC Title Fees 4

 Duplicate Title..... 4

Additional Information..... 5

 Deceased Owner Requirements 5

 Repossessed Vehicle 5

 Name Changes..... 5

 Owner Retain..... 5

 Un-Recovered Theft..... 6

 Alternate Disposal 6

State Guidelines..... 7

 Title Requirements by Vehicle Type 7

 Title Branding Guidelines 8

 Determining the Correct Title Type 9

Frequently Asked Questions..... 10

 What is required to correct a mistake that is made by the owner on the back of the title? 10

 Is a copy of the written estimate needed to process the title? 10

 What type of PoA is required if the title is not signed? 10

 If an owner’s full name is listed, does he/she need to sign as listed on the face of the title? 11

Example Documents..... 12

 New Jersey Title (Front)..... 12

 New Jersey Title (Back) 13

Glossary..... 13

Index..... 16

Please note - This document is intended to cover most requirements for obtaining a negotiable, lien-free title. It is not intended to replace motor vehicle department regulations or rulings. If you have title questions please contact IAA’s Title Solutions Department (TitleSolutions@iaai.com).



Contact Information

IAA Website: <http://www.iaai.com>

Title Questions: **IAA – Title Solutions**
 13085 Hamilton Crossing Blvd
 Carmel, IN 46032
 Toll Free: **888-698-4853**
 FAX: **855-584-5198**
TitleSolutions@iaai.com

IAA Locations in New Jersey:

Central New Jersey
 426 Texas Road
 Morganville, NJ 07751-4122
Phone: 732-591-8173
Fax: 732-591-8393
Auction: Wednesday 9:00 AM ET

Southern New Jersey
 250 Blackwood-Barnsboro Rd
 Turnersville, NJ 08012
Phone: 856-227-8760
Fax: 856-227-8943
Auction: Tuesday 9:00 AM ET

Port Murray
 987 RT 57
 Port Murray, NJ 07865
Phone: (908) 857-4720
Fax:
Auction: Thursday at 9:30 AM ET

Avenel New Jersey
 87 Randolph Ave
 Avenel, NJ 07001
Phone: 732-499-6802
Fax: 732-499-6807
Auction: Monday, 12:30 PM ET

Englishtown
 230 Pension Rd.
 Manalapan, NJ 07726
Phone: (732) 634-5601
Fax: (732) 602-0259
Auction: Monday at 9:00 AM ET

Motor Vehicle Department:

New Jersey Motor Vehicle Commission
 P.O. Box 017
 225 E. State Street
 Trenton, NJ 08666
Phone: (609) 292-6500
Toll Free: (888) 486-3339
www.nj.gov/mv

Please direct any questions, comments, or corrections to IAA's Title Solutions Team.

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Page 3



Title mistakes can be costly and can significantly delay the sale of salvage vehicles. Catching these potential errors before the title paperwork goes to the auction can prevent title problems that will delay a vehicle's sale by weeks or even months.

Title and Disposal Information

Standard Title Processing

IAA will apply for the appropriate title in the Provider's name. In order to initiate this process the vehicle provider must supply the following documentation:

- **Properly Executed Title** –
 - Non-Lien – Original title signed by all titled owners
 - Lien – Original title, unsigned
 - Lien released on front of title by lienholder – requires signature and stamp
 - NJ compliant, notarized Power of Attorney, signed by all titled owners
 - Missing Title – NJ compliant, Notarized Power of Attorney, signed by all titled owners
- **Lien Release** (if applicable) –
 - Lien released on the front of the title by a financial institute (bank, credit union, etc.)
 - Must be released by signature and stamp
 - Separate notarized lien release on letterhead if the lienholder is not a financial institution (individual, dealer)
 - Must include year, make, model, and VIN and titled owner's name and address
- **Odometer Disclosure** - State of New Jersey Requires an odometer statement on all required vehicle types at the time of transfer.

If IAA is not processing the title, please attach the properly executed sale document and any additional required forms as outlined above to a coversheet with your selling instructions noted. Forward these documents to the appropriate IAA Branch.

MVC Title Fees

Please contact your local IAA Branch or MVC for up-to-date fees.

Duplicate \$60.00 (Buyer lost – additional fee set by branch. Contact for details)

Salvage \$60.00 (Late fee of \$25 if date on title is older than 10 days)

Duplicate Title

With the owner's cooperation, IAA can apply for a duplicate title.

IAA will need:

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Page 4



- Two (2) notarized Power of Attorney forms (NJ Compliant), copy of driver's license for all titled owners, and a copy of the registration or insurance card (or proof of insurance). The person named on the PoA must sign the application for the duplicate title; this means that if the PoA appoints an employee of the Salvage Provider, said Salvage Provider will have to forward a signed application for duplicate title along with the PoA.
- If titled in a business name, owner must provide statement on letterhead advising who is signing on behalf of the business, their positions with the company, New Jersey corporation code, and if that agent is authorized to do so.
- Lien Release, original on lienholder letterhead (if applicable). Notarization not required. (Dealer – notarized)

Additional Information

Deceased Owner Requirements

- Copy of Death Certificate.
- IAA will need the Certified Surrogate Letter to process for deceased owners. The State will reject the application if we provide any other documentation.

Repossessed Vehicle

- On a repossessed vehicle, the lienholder must obtain a repossession title by applying with form (OS/SS 57), a lien release and an Affidavit of Repossession (OS/SS 55) , and sign as seller on title
- This process is very involved; please consult the New Jersey Motor Vehicle Commission or your local IAA branch

Name Changes

- If the insured's name is different than the name that appears on the title, a copy of the marriage license, divorce decree, or court document stating legal name has changed may be required in addition to the signed title. Please contact a New Jersey branch if questions arise. Although not ideal, NJ MVC will accept "Bob" for Robert, "Jim" for James, etc...
- If name on title is completely different, this could be a situation where the owner purchased the vehicle from someone and did not title it properly. In this scenario the owner will be required to pay sales taxes and have the vehicle titled properly before it can be sold. Contact your local IAA branch or Title Solutions for assistance in resolving these situations. Title Solutions requires written approval via email or fax from provider before providing assistance.

Owner Retained

- If the vehicle has been declared a total loss by the provider and deemed repairable, the owner may retain the vehicle but must obtain a salvage title before selling the vehicle. The Salvage Provider is not



required by law to force the retaining owner to get a salvage title. Salvage Title MUST be sent directly to owner from MVC

- For the owner of the retained total loss to obtain a salvage title, the Salvage Provider must provide a statement of total loss which must include – Owner Name, Address, Claim Number, Date of Loss, Vehicle Year, Make, Model, VIN, ACV & Estimate, Copy of the Estimate of Repair highlighting the loss type, and a Copy of CCC evaluation (Mainly the first 3 pages and highlight or circle ACV). The owner will then take this paperwork to a NJ MVC agency location that can issue a salvage title.

Un-Recovered Theft

- Only vehicles originally titled in NJ can be titled as unrecovered thefts in NJ. Provider must be properly registered in NJ for titles to be processed
- Unrecovered theft titles accessible only for conventionally titled vehicles. Not applicable for vehicles registered but not titled
- NJ MVC requires the submission of signed letter on the insurance company letterhead explicitly stating the vehicle has been stolen and has not been recovered. Letter must contain the vehicle and owner demographics – claim #, owner's name, vehicle year, make, model and VIN. If the policy holder is not the owner of the vehicle (as is the case when the vehicle is leased), the letter must list the policy owner's name as well as the owner's name
- NJ MVC also requires a copy of the Police report
- The Unrecovered vehicle will be issued a salvage title.
- Once a vehicle is recovered, it may be issued a clear title at the Salvage Provider's request. To do so, the Salvage Provider must supply a copy of the estimated cost of repair showing damage is less than 100% and a copy of the police recovery report
- If VIN is altered / missing (need to re-VIN for clear title), or if damage is greater than 100%, the title remains salvage

Alternate Disposal

Disposal pertains to insurance companies only, not applicable for donations.

- The insurance company has declared the vehicle a total loss
- At least 30 days have passed since the insurance company has issued a total loss payoff to the owner of the vehicle.
- The insurance company has provided notice to the owner and any lienholder of the need for the title at least 30 days before applying for a title in its name. The notice shall be by certified mail or commercial courier whose regular business is delivery service and that provides proof of delivery to the owner and lienholder.
- The insurance company presents evidence of the salvage declaration, payoff to owner and proof of the delivery of the notice to the owner and lienholder. The insurance company is to complete Application for Title, attaching copies of the evidence.
- For additional information, please see OS/SS-37



State Guidelines

Title Requirements by Vehicle Type

Vehicle Type	Titled	Note
Passenger vehicles	Yes	
ATVs	No	Sell on Bill of Sale
Boats	Yes	
Commercial trucks (i.e. tractor trailers)	Yes	
Farm Equipment less than 1,500 lbs.	No	Sell on Bill of Sale
Farm Equipment greater than 1,500 lbs.	Yes	
Manufactured and mobile homes	Yes	
Mopeds	Yes	Not required for mini-bikes
Motor Homes and RV's	Yes	
Motorcycles	Yes	
Off-road vehicles	No	Sell on Bill of Sale
Snowmobiles	No	Sell on Bill of Sale
Trailers less than 2,500 lbs. net weight	No	Sell on Bill of Sale
Industrial Equipment	No	Sell on Bill of Sale

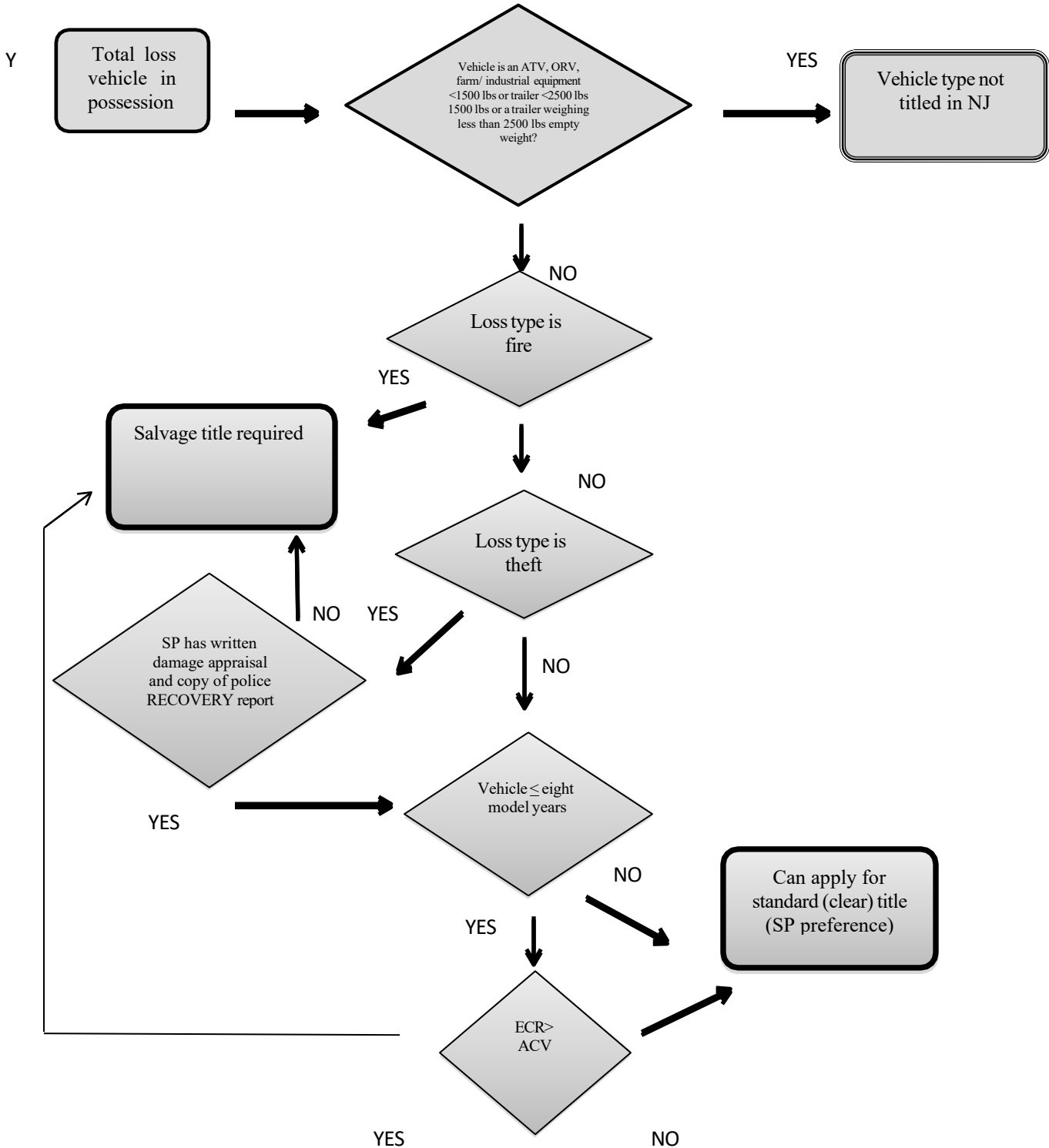


Title Branding Guidelines

Salvage Title	<p>Salvage titles are required for all vehicles eight (8) model years of age or newer.</p> <ul style="list-style-type: none"> If collision damaged occurred, salvage title needed if Cost of Repair is greater than Actual Cash Value (ACV.) If insurance deemed damage to include flood, a flood title will need to be issued. All theft and unrecovered thefts will be branded theft. <p>Passenger vehicles nine (9) or more model years old at the date of loss are exempt from the salvage title process as long as the loss type is not fire or theft.</p>
Clear Title	<p>If the vehicle is more than nine (9)+ model years old it can be sold with a clear title as long as the loss type is not fire or theft. Decision rests with provider</p> <p>ACV > CoR = Able to apply for clear title unless theft or fire</p>



Determining the Correct Title Type





Frequently Asked Questions

What is required to correct a mistake that is made by the owner on the back of the title?

NJ MVC does not accept affidavit of corrections. The error may be acceptable if the owner used a single line to cross out the error. Errors in mileage and scribbled over mistakes, or the use of correction fluid with require a replacement title.

Is a copy of the written estimate needed to process the title?

A damage appraisal while not required, is highly recommended, for salvage titles, or vehicles older than eight (8) model years. IAA cannot obtain a standard (clear) title without a monetary value for estimate cost of repair.

What type of PoA is required if the title is not signed?

The state New Jersey accepts a NJ compliant notarized power of attorney. An attorney or family member may notarize as long as there isn't any interest in the transaction.

Effective October 1, 2010 an original typed Power of Attorney will be required to remain on file with the Motor Vehicle Agency with whom you choose to manage your business; in the alternative, an original POA must be presented in each instance that a transaction is being completed.

A POA is an instrument in writing whereby one person, as principal, appoints another person as his/her agent or legal entity giving that person the authority to perform certain specified acts or types of acts on behalf of the principal. Listed below are the MVC's guidelines for an acceptable POA:

- The Motor Vehicle Commission requires that a POA be typed on original letterhead from the authorizing company and must be notarized. **The only exception to the notary requirement is a POA from a licensed attorney on the firm's letterhead.**
- The typed POA must designate the specific individual(s) authorized to act on behalf of the principal.
- The typed POA is required to be updated on a yearly basis or upon any modifications to the individual(s) who are granted the authority to act on behalf of the authorizing company. The notary's commission stamp and expiration must be current.
- The Motor Vehicle Commission reserves the right to request a new, typed POA at any time to ensure the validity of the transaction.

Please note that upon the demise of the named principal of the authorizing company the POA becomes void.

**If an owner's full name is listed, does he/she need to sign as listed on the face of the title?**

Ideally, the signature should match exactly as the name is listed on the face of the title. Vehicle owners may omit middle initials. However when more than one ownership on title, the middle initial may be the identify factor. For instance if the title lists John P Doe and John M Doe, then the use of the middle initial is the identifying factor; the same logic follows for a title held by Jr and Sr. Similarly, NJ MVC is not so rigid that a signature reading "Drew Jones" for a title listing "Andrew Jones" will be rejected. If the "nickname" is a shortened version of the owner's proper name, NJ MVC will generally accept. If the owner's last name is hyphenated, the owner must use sign both names. The surname listed on the front of the title must be surname signed on the back of the title or PoA.



New Jersey Title (Back)

ODOMETER DISCLOSURE STATEMENT AND STATEMENT OF SELLER

NOTE: FEDERAL LAW requires that you state the mileage upon transfer of ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.

PLEASE READ TO VERIFY
I/We state that the odometer now reads _____ (do not show tenths of a mile) and to the best of my/our knowledge that reflects the actual mileage of the vehicle described on the reverse side of this Certificate of Ownership, unless one of the following statements is checked:
 _____(1) I/We hereby certify that to the best of my/our knowledge the odometer has exceeded its mechanical limits and the reading started again at zero.
 _____(2) **WARNING - ODOMETER DISCREPANCY** - I/We hereby certify that the odometer reading is NOT the actual mileage, and should not be relied upon for accuracy.

NOTE: New Jersey statute provides that anyone who knowingly or willfully misrepresents the description of a vehicle or makes a false statement in any title papers; forges, changes or counterfeits a part of title papers; or uses title papers on or for the wrong motor vehicle is guilty of a misdemeanor.

I/We hereby assign the Warrant Certificate of Ownership of the vehicle described on the front of this Certificate of Ownership subject to the following lien(s) or encumbrance(s), if any, and none other. I/We further certify the accuracy of the sale price and mileage as specified below.

Buyer's Name (Print) _____	Driver Lic. # _____
Buyer's Address _____	Corporation # _____
_____	Sales Tax Exemption # _____
Co-Buyer's Name (Print) _____	Driver Lic. # _____
Co-Buyer's Address _____	Corporation # _____

Lienholder's Name (Print) _____	Driver Lic. # _____
Lienholder's Address _____	Corporation # _____
Seller's Name (Print) _____	Date of Sale _____
Seller's Address _____	Sale Price \$ _____
_____	Net Sale \$ _____
_____	Sales Tax Paid \$ _____

SELLER SIGN HERE

Seller's Name (Hand Print) <u>John Doe</u> _____	Seller's Name (Hand Print) _____
Seller's Signature X <u>John Doe</u> _____	Seller's Signature X _____
_____	Date of Odometer Statement _____

STATEMENT OF BUYER

I/WE, the undersigned, hereby certify that the motor vehicle described on the reverse side of this Certificate of Ownership was purchased by me/us and I/We have compared the vehicle identification number shown on this certificate with that of the motor vehicle purchased and found that they agree in every particular.

NOTE: R.5:32-11 requires that this certificate after assignment be presented to the MOTOR VEHICLE COMMISSION within ten days. Failure to do so will result in a penalty of \$25 which will be in addition to the filing fee for a new Certificate of Ownership.

BUYER SIGN HERE

Buyer's Name (Hand Print) _____	Buyer's Name (Hand Print) _____
Buyer's Signature X _____	Buyer's Signature X _____

ALTERATIONS OR ERASURES WILL VOID THIS CERTIFICATE

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Glossary

Term	Definition
Affidavit of Correction	A notarized form that can correct certain errors made by an owner on the title.
Appraisal	Written estimate detailing damage and replacement costs for a vehicle. Also known as an Estimate of Repair.
Date of Loss	Date accident occurred or vehicle was stolen.
Duplicate Title	A duplicate title is a replacement title obtained through the state title processing agency (Ex. MVC, MVD, BMV). When a duplicate title is issued the original title becomes void.
Electronic Title	Some states are now using E-Titles especially when there is a Lienholder listed. An E-Title is held in the title possessing agency's system until the Lienholder releases the lien. The title is then printed and mailed out to the specified party.
Exceeds Mechanical Limits (EML)	Exceeds Mechanical Limits is an option on most titles that is selected when the vehicle has travelled more miles than the odometer can register. Many older vehicles are limited to 99,999.9 mile odometer reading. When the vehicle exceeds the odometer's mechanical limits traveling past 100,000.0 miles, the vehicle has exceeded its mechanical limit for the odometer. This option is rarely selected on newer vehicles since most odometers now register up to 999,999 miles.
Lien Release	When a lien has been perfected on a vehicle the state requires the lienholder to release the lien indicating that the lien has been satisfied before ownership of the vehicle can be transferred. Lien releases are typically executed by having the lienholder sign and date the face of the title or by providing a separate notarized lien termination statement on the lienholder's letterhead. If a separate statement is used the statement should include a description of the vehicle including; VIN, year, make, model, and the owner's name(s). Lienholder can also add or remove electronic liens by accessing the state's database. A paper title will automatically be mailed to address of the lienholder's discretion if the lien is active or to the vehicle owner if it is a title holding state.
Not Actual Mileage (NAM)	Not Actual Mileage is an option on most titles that allows the owner to indicate that mileage shown on the odometer is not a true representation of the mileage of the vehicle. This can happen on some vehicles when the odometer or the vehicles engine control unit (ECU) is replaced, or when the odometer or its related systems are damaged or inoperable.

Term

Definition

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Page 14



Glossary

Odometer Disclosure	Requirement to disclose vehicle mileage either on title or separate disclosure statement. Requirement linked to vehicle model years and varies by state.
Owner	The name listed on the front of the title. It usually states Owner or Legal Owner.
Owner Retain	Any vehicle deemed a total loss by the provider that the owner elects to retain ownership of. Most states will require that the title is converted into some form of salvage title. Rules regarding who is responsible for transferring the title vary by state.
Power of Attorney (PoA)	Legal document that allows the appointed person/Provider to sign title, application, or any other documents related to the vehicle listed on the form on behalf of the owner.
Properly Executed Title	Title that is properly signed by owner and lienholder, which has released lien if applicable.
Provider	Insurance company, charity, or individual selling the vehicle through IAA
Repair Estimate	Written appraisal detailing estimated repair cost of damage and replacement cost for a vehicle. Also known as a Damage Appraisal
Sale Document	Document that was used to sell the vehicle at an IAA auction. (bill of sale, clear title, salvage title, certificate of destruction, junk title, scrap title etc.)
Salvage Title	Titles are branded Salvage on ANY vehicles that fall into the salvage branding criteria for each specific state. Most states consider a vehicle to be deemed salvage if it is 10 model years of age or newer that has been stolen or has been deemed uneconomical to repair by the insurance company. (See Title Branding Guidelines for more details on this state.) These vehicles are issued a salvage title and may be subject to repair and re-inspection.
Title Problems	Title paperwork received by IAA that is not correct or incomplete and requires additional documents or information before the title can be processed and vehicle can be sold.
Title Solutions	A specialized and exceptionally knowledgeable service by IAA that provides innovative and prompt solutions for your toughest title problems.
Total Loss	Any vehicle that has been deemed uneconomical to repair by the insurance company.
Un-Recovered Theft	Any vehicle that has been stolen and not recovered.



Index

A	L
Affidavit of correction13	Lien release..... 4, 13
Affidavit of Correction13	
Alternate disposal6	M
Appraisal 13, 14	Manufactured and mobile homes 7
ATV.....7	Moped 7
	Mopeds..... 7
B	Motorcycle 7
Boat7	Motorcycles..... 7
Boats.....7	
	N
C	NAM 13
Commercial truck7	Name changes..... 5
D	O
Death certificate.....5	Odometer disclosure 14
Deceased owner.....5	Owner Retained 14
Duplicate title 4, 13	
Duplicate Title..... 4, 13	P
	POA 10, 14
E	Power of attorney (POA)..... 4, 5, 6, 10, 14
EML13	
Exceeds mechanical limits (EML)13	T
	Title fees 4
F	Trailers7
Farm equipment.....7	
Farm Equipment7	U
	Un-recovered Theft.....14