



Ken Burton Jr.
Innovating Better Ways to Serve

Post Office Box 25300
Bradenton, Florida 34206-5300
Phone: 941.741.4800
Monday – Friday, 9:00 - 4:30
taxcollector.com

Florida Title Transfers

Not a Manatee County resident? Out-of-County residents can only be served at First Manatee South County Tag Agency, located at 5756 14th St W, Bradenton. You can contact that office at 941.782.6050 or visit autotagagency.net for more information.

Have you recently purchased a Vehicle, Boat, or Mobile Home in a private sale in Florida?
Below are the requirements to transfer a Florida Title. Visit taxcollector.com to schedule an appointment.

ORIGINAL FLORIDA TITLE

Both buyer and seller must properly complete the “Transfer of Title by Seller” section on the front of the title. It must include printed names and signatures of buyer(s) and seller(s), odometer reading and date read, selling price, and date of sale (see the bottom of page 2 for examples of accurately completed Florida titles).

NOTE: Cross-outs, white-out, alterations, or erasures may void the title and require you to submit a Notarized or Perjury Clause [Bill of Sale](#) signed by the seller; obtainable by visiting the [motor vehicle forms section](#) of taxcollector.com.

IDENTIFICATION

All purchasers* must be present with one of the following valid (unexpired) documents: (1) State-issued Driver License/ID Card (includes US Territories), (2) Passport from any country, or (3) Canadian Driver License/ID Card. If a purchaser cannot be present, consider using a [Power of Attorney](#) form, which can be obtained from taxcollector.com or in our office. You will be required to submit a copy of the absent individual’s valid identification along with the completed form. The form must contain original signatures.

NOTE: It is not mandatory for buyer and seller to visit our office together, but it may expedite the process.

***BUSINESSES** are required to submit documentation proving the validity of the business. This can be done with a printout from:

- SunBiz (sunbiz.org) for a **Florida** business, or
- rasi.com/resource-center/business-entity-search.asp for an **Out-of-State** business

The printout must show an “active” status. If the individual acting on behalf of the business is not listed on the printout, they must also submit, on letterhead, a letter that authorizes them to act on behalf of the business.

PROOF OF FLORIDA INSURANCE (must state that it is a Florida policy):

- Cannot be expired or post-dated.
- Must list at least one owner’s name that will be recorded on the new title.
- Must list the specific information for the new vehicle you are titling (i.e. VIN, year, make, model)
- Must list the 5-digit Florida Insurance Company Code Number

NOTE: If the vehicle you are titling is a truck that weighs more than 5,000 lbs, visit the [Heavy Truck](#) FAQ on taxcollector.com for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for the following: (1) Motorcycles, (2) Trailers, (3) Boats (4), Mobile Homes, or (5) Off-Highway Vehicles.

The information in this document is believed to be correct and is subject to change and is not warranted.

FLTitleTransfer – Last Update: 02/05/2018

First Manatee
South County Tag Agency
5756 14th St. W.
Bradenton, FL 34207
Fax 941.782.6045

DeSoto
819 301 Blvd. W.
Bradenton, FL 34205
Fax 941.741.3585

Lakewood Ranch
6007 111th St. E.
Bradenton, FL 34211
Fax 941.751.8281

North River
4333 US Hwy 301 N.
Ellenton, FL 34222
Fax 941.721.2004

Palma Sola
7411 Manatee Ave. W. #200
Bradenton, FL 34209
Fax 941.798.2964

Note: The requirements listed above are the requirements of the Manatee County Tax Collector’s office only. For requirements and instructions for the First Manatee South County Tag Agency, contact them at 941.782.6050.



Manatee County
Tax Collector

Ken Burton Jr.

Innovating Better Ways to Serve

Post Office Box 25300
Bradenton, Florida 34206-5300
Phone: 941.741.4800
Monday – Friday, 9:00 - 4:30
taxcollector.com

Florida Title Transfers

SALES TAX

You will be required to pay sales tax, if applicable. The sales tax rate is based on the county in which you reside.

The sales tax rate in Manatee County is 7%.

ESTIMATED FEES

WE ACCEPT CASH, CHECK, OR DEBIT ONLY. NO CREDIT CARDS.

Titles must be transferred within 30 days of the purchase date to avoid late fees.

- Title transfer + new plate (1-12 month registration).....\$380 - \$410
- Title transfer + transfer current plate...\$90 - \$120

NOTE: Estimate does not include sales tax or late fees.

APPOINTMENTS

Schedule an appointment and receive a free car wash coupon upon arrival to our office! Customers with appointments are served before those that visit our office without one.

Appointments can be scheduled for vehicle, boat, and mobile home title transfers. Limit 4 transactions per appointment. Visit taxcollector.com to schedule an appointment for your Florida title transfer today!

VEHICLE HISTORY REPORT

Would you like to verify the title and brand history of a vehicle before purchasing it? For a small fee of \$5.95, you can purchase a vehicle history report from [Auto Data Direct, Inc. \(ADD\)](http://Auto Data Direct, Inc. (ADD)). ADD is a United States Department of Justice approved provider of consumer access to National Motor Vehicle Title Information System (NMVTIS) vehicle history reports. *Note: Owner data is excluded from these reports.*

Below are two examples of accurately completed Florida titles (different versions).

***Old* Title**

15 / 6 57562822 Fred O. Dickinson, III
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

ODOMETER CERTIFICATION-Federal and state law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to:

Purchaser: **Print purchaser(s) name(s)** Address: **Print street address**

I/We state that this 5 or 6 digit odometer now reads **MILEAGE** (no tenths) miles, date read **Odomete Date** and to the best of my knowledge that it REFLECTS THE ACTUAL MILEAGE of the vehicle described herein, unless one of the odometer statement blocks is checked.

1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage IN EXCESS OF ITS MECHANICAL LIMITS.

2. I hereby certify that the odometer reading IS NOT THE ACTUAL MILEAGE. WARNING - ODOMETER DISCREPANCY.

Do not mark boxes if mileage is actual

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Purchaser: **Signature of Purchaser** Printed Name of Purchaser: **Printed Name of Purchaser**

Signature of Co-Purchaser: **Signature of Co-Purchaser** Printed Name of Co-Purchaser: **Printed Name of Co-Purchaser**

Signature of Seller: **Signature of Seller** Printed Name of Seller: **Printed Name of Seller**

Signature of Co-Seller: **Signature of Co-Seller** Printed Name of Co-Seller: **Printed Name of Co-Seller**

(When Applicable) Selling Dealer License Number: _____ Tax No.: _____ Tax Collected: \$ _____

STATE OF FLORIDA

***New* Title**

Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: **Print purchaser(s) name(s)** Address: **Print street address**

Seller Must Enter Selling Price: **Purchase Price** Odometer Date: _____ Seller Must Enter Date Sold: **Purchase Date**

I/We state that this 5 or 6 digit odometer now reads **MILEAGE** (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

Mileage is "Actual" Mileage exceeds mechanical limit Mileage is "Not Actual"

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: **Signature of Seller** CO-SELLER Must Sign Here: **Signature of Co-Seller**

Print Here: **Printed Name of Seller** Print Here: **Printed name of Co-Seller**

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name: _____ License Number: _____

PURCHASER Must Sign Here: **Signature of Purchaser** CO-PURCHASER Must Sign Here: **Signature of Co-Purchaser**

Print Here: **Printed Name of Purchaser** Print Here: **Printed Name of Co-Purchaser**

STATE OF FLORIDA