

ENHANCED INSPECTION CHECKLIST

NECESSARY DOCUMENTS:

- Salvage Certificate *or* Out of State Branded Title
- Valid PA Driver's License, with your current address. *Front & Back in color (If address is not current, you must bring your yellow change of address card issued by PennDOT)
- *Current* Insurance Card (Name vehicle is being titled in must be listed as the policy holder)
- *Current* Registration Card (if you are planning to transfer a license plate you already own)
- Receipts for all parts, repairs, paint and materials. (If used parts were bought, the VIN MUST be listed from the vehicle they came from. If a parts car was used, a copy of the title or salvage certificate front & back is required. Must be owned by you.)(We CANNOT use handwritten papers from *you* that just list the part and price.)
- Bill of Sale *or* Retention(Buyback) letter from the insurance company. *Bill of Sale's can not be handwritten*

An acceptable bill of sale includes:

- Seller's Name & Signature
 - Buyer's Name & Signature
 - Vehicle Identification Number (VIN)
 - Date of Sale
 - Purchase Price
 - A statement from the seller indicating the vehicle was already done at the time of purchase and no branded title was obtained by the seller. *If applicable*
- If there is a lien on the vehicle, an Encumbrance Letter from the bank is required. *Please do not wait until after paper work is completed to tell me about the lien*
 - Weight Slip - For trucks and trailers, if unladen weight is not listed on the salvage certificate or title.
 - If a vehicle is being titled in a business name, we must have a signed letterhead from the business stating that the individual has approval to sign on behalf of the business. Along with the driver's license of the person signing.

VEHICLE REQUIREMENTS:

- NO aftermarket window tint or decals on windows
- All body panels MUST be repaired
- All body panels MUST be painted with automotive grade paint
- No lights on the dash (airbag, check engine, etc.)

WE NEED ALL PAPERWORK BEFORE THE VEHICLE CAN BE
COMPLETED

The paperwork that is needed is not up for
debate, we must have everything listed.

If you have a trailer without a title, we cannot
do anything with it.

Any questions call 814-629-6328