

PATSY SCHULTZ, RTA
FORT BEND TAX ASSESSOR/COLLECTOR
500 LIBERTY ST STE 101
RICHMOND, TX 77469
281-341-3709

REQUIREMENTS FOR A TITLE HEARING REQUEST

www.fortbendcountytax.com

www.co.fort-bend.tx.us

www.dot.state.tx.us

1. IF POSSIBLE, SUBMIT THE **NEGOTIABLE TITLE** FROM THE SELLER OR A **TEXAS RECORD VERIFICATION**.
2. THE APPLICANT, REQUESTING TITLE HEARING, MUST SEND A **CERTIFIED LETTER, "RETURN RECEIPT REQUESTED"**, TO THE ORIGINAL OWNER ON RECORD **AND** ALL INTERESTED PARTIES. (TAKE A COPY OF THE LETTER(S) SENT AND INCLUDE WITH OTHER DOCUMENTS)
3. BRING **PROOF OF PURCHASE**: (1) CANCELLED CHECK (2) RECEIPT(S) (3) BILL OF SALE (4) INVOICE (5) SIGNED AFFIDAVITS OF FACTS
4. IF THERE ARE ANY **LIENS**, FORM VTR-266, **PRESCRIBED FORM FOR RELEASE OF LIEN** MUST BE SUBMITTED.
5. COMPLETE FORM VTR-301, **REQUEST FOR PENCIL TRACING OF VEHICLE IDENTIFICATION NUMBER (VIN)**. IF UNABLE TO OBTAIN A PENCIL TRACING, COMPLETE FORM VTR-270, **STATEMENT OF PHYSICAL INSPECTION**. IF NO VIN IS LOCATED, FORM 68-A, **APPLICATION FOR ASSIGNED OR REASSIGNED NUMBER**, MUST BE COMPLETED BY LAW ENFORCEMENT.
6. AN **ODOMETER READING** OF THE VEHICLE IS NEEDED, UNLESS THE VEHICLE IS 10 YEARS OLD OR OLDER.
7. ALL VEHICLES PREVIOUSLY REGISTERED **OUT OF STATE** ARE REQUIRED TO HAVE THE INSPECTION IDENTIFICATION CERTIFICATE (FORM VI-30-A).
*IF THERE IS NO EVIDENCE OF THE VEHICLE BEING TITLED OR REGISTERED IN TEXAS, AT THE DISCRETION OF THE TAX ASSESSOR COLLECTOR, YOU MAY BE REQUIRED TO CONTACT OTHER STATES.
8. IF THE **DEALER** IS NO LONGER IN BUSINESS, CONTACT THE STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION FOR THE DEALERSHIP OWNER'S NAME AND HOME ADDRESS.
9. THE PERSON MAKING APPLICATION FOR OWNERSHIP OF THE VEHICLE MUST BE A **FORT BEND COUNTY RESIDENT** AND WILL NEED TO BE PRESENT AT THE HEARING.
10. COMPLETE AND SIGN FORM VTR-130-SOF, **STATEMENT OF FACT** AND FORM 130U, **APPLICATION FOR TEXAS CERTIFICATE OF TITLE**.
11. COMPLETE THE COVER PAGE. INCLUDE A **DAYTIME TELEPHONE NUMBER AND HOME ADDRESS** TO AVOID ANY UNNECESSARY DELAYS IN SETTING A DATE FOR THE HEARING. SUBMIT ALL DOCUMENTS TO ONE OF THE FORT BEND COUNTY OFFICES LISTED BELOW.
12. THE PAPERWORK WILL BE FORWARDED TO THE DIVISION SUPERVISOR. FOLLOWING A REVIEW, THE APPLICANT WILL BE NOTIFIED OF ANY FURTHER ACTION TO BE TAKEN OR TO SET UP A TITLE HEARING DATE

PATSY SCHULTZ, RTA FORT BEND COUNTY TAX ASSESSOR COLLECTOR

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