



Walt Cade Auctioneer, 305 D K Ellis Rd, Longview Tx 75602

Walt Cade, Ats, Bas, Ces, Tx Lic #16645 La Lic #1726

TEXAS Vehicle Foreclosure and Seizure Checklist

- Texas Motor Vehicle title Search.**
 - Request for motor vehicle information. VTR-275 - Request title and registration proof of vehicle record.
 - If you have trouble locating a VIN number, you must contact law enforcement to assist you in locating it.

- Notice of Claim**
 - This is a letter that must be sent to the tenant exactly as it appears on your lease.
 - Letter must be sent to the last known address of the tenant whose name is actually on the lease agreement.

- Notice to Registered Owner /Lien holder of “Intent to Sell” (Tssa Form L-4)**
 - Letter must be sent to all owners, lien holders and at addresses as they would appear on the State DMV record.
 - This letter has to be sent within 30 days of sending the “Notice of Claim”. Sending both at the same time is ok, but the “Notice of Intent to Sell” cannot be sent before the “Notice of Claim”. Be sure you send the “Notice of Intent to Sell” and the “Notice of Claim” separately.

- Retain Proof of Mail**
 - **Note: Your proof of mailing is not acceptable unless you send Certified Return Receipt Requested. (Keep Receipt) Note: Verified Mail Not Acceptable for vehicle seizures.**

- Notice of Public Sale**
 - 15 days after the “Notice to Owner /Lien Holder” of the “Intent to Sell” is sent you may publish the public notice in your newspaper as required. (14 full days in between).
 - The public notice must run 2 consecutive weeks at least 7 days apart.

- Auction Day**
 - The auction can be held 31 days after the date of the “Notice to Owner/Lien Holder of Intent to Sell” is sent.
 - The auction can be held 15 days after the date the first notice appears in the newspaper. (14 Days in between Publish and Sale Date).

Provide – the following to the winning bidder

- Texas DMV Form VTR-265-SSF (Notarized). We are a notary.
- Texas DMV Form 130-U
- Original DMV Title Search Printout
- Original proof of mailing for the:
 - “Notice of Claim”
 - “Notice of Intent to Sell”
- Copies:
 - Lease Agreement
 - Public Notice or affidavit for both newspaper publications
 - Notice of Claim
 - Notice to Owner/Lien Holder of “Intent to Sell”

While some DMV offices may not enforce each requirement, by completing all the required documentation, you will seldom have a bidder return for more information.

Please also make sure you are using the current DMV forms. Current forms are located at <http://txdmv.gov/txdmv-forms>