

Title My Car Inventory Sheet

933 Broad Street #2214 Portsmouth VA 23707

Contact Number 757-255-7980

Contact Person: Shareka

Date received from Dealership: _____

Date submitted to DMV: _____

Date received from DMV: _____

Date Mailed to the Dealership: _____

Client's Name	Check each one received by the dealership	Check each one received back by the DMV
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

1. We charge \$99 Per Title Deal. We will invoice you the total fees prior to sending off your title work to the DMV. We do receive our fees upfront. We do everything based off the permission of the Dealership and the DMV. We process Titles within 2-4-week period. Depending on each state it may take up to 3 months to receive a Title. We do not process Titles for PA, KS, KY, and MS.

2. Please inform your customers if any documents that may be needed during processing time. We will contact your customer's either by email or phone.