



STATE OF NEW JERSEY
609-292-6500 ext. 5069

Instructions for Disposal of Abandoned Mobile Homes

These instructions concern the disposition of any tangible goods, chattels, manufactured or mobile homes, or other personal property left upon a premise by a tenant. These instructions are in accordance with P.L. 1999 c.340 and supplement N.J.S.A 2A:18-73 and N.J.S.A. 39:10-1 et seq. Please note that the mobile home must have been abandoned in the State of New Jersey.

Upon completion of the below instructions, mail required documents to the address listed below. Upon receipt and approval of the request, a certificate of title will be issued to the property owner/landlord.

1

Proof of ownership / lienholder information must be furnished by the New Jersey MVC. Lien Search Application (DO-22) with a \$15 check or money order payable to "NJMVC" is required to be submitted. If there is no record in New Jersey, we require a certified title search from the known state as well as certified searches from the five states that surround New Jersey; New York, Delaware, Pennsylvania, Connecticut and Maryland.

STOP HERE: Once step 1 has been completed, please mail the DO-22 form to Po Box 146 Trenton NJ 08666. **DO NOT CONTINUE** until you receive the lien search information back from the NJ Motor Vehicle Commission.

2

"Abandoned Mobile Home Notice" (form OS/SS-121) must be sent by Certified Mail, Return Receipt requested. Send to the owner/tenant and lienholder (if applicable) of the mobile home that is listed on the returned Lien Search. A copy of the notice and the original signed return receipt(s) is required to be submitted. If notice is returned undeliverable, the original, unopened envelope with post office notation is required to be submitted.

3

A copy of the Warrant of Removal or an original written notice from the owner/tenant voluntarily relinquishing possession of the premises is required to be submitted.

4

A fully completed "Application for Certificate of Title" (form OS/SS-7) is required to be submitted.

5

A fully completed "Application to Title an Abandoned Mobile Home" (form OS/SS-62) is required to be submitted. Note: This application must be notarized.

6

If the mobile home is missing the vehicle identification number (VIN), then a fully completed, and notarized "Affidavit for Mobile Home Missing Vehicle Identification Number" (form OS/SS-122) is required to be submitted.

7

A \$60.00 check or money order made payable to: "NJ MVC" is required to be submitted.

****All NJMVC Corpcodes must be listed under the main business name not the "D.B.A or C/O" name.****

**NJ Motor Vehicle Commission
Special Title/Abandoned Unit
225 East State Street
P.O. Box 017
Trenton, New Jersey 08666-0017**

TITLE / LIEN SEARCH REQUEST

A separate form must be completed for each record requested. You may photocopy this form for your convenience; however, each request must bear an original signature of the requestor. No other form of request will be accepted. The proper fee(s) must accompany each request in the form of a check or money order payable to the New Jersey Motor Vehicle Commission. (DO NOT SEND CASH) Once completed, mail this form to the New Jersey Motor Vehicle Commission, Business & Government Services Unit at the above address. Please contact us at the above phone number for any questions or to obtain the status of a request.

ALL APPLICANTS MUST COMPLETE SECTIONS A, B & D OF THIS FORM. (Please print clearly)

FEE: \$15 PER RECORD SEARCH

SECTION A - Requestor Information			
Applicant's Name:			
Business Name (if applicable):	Phone #:	Your File or Claim #:	
Street Address:			
City:	State:	Zip Code:	
Applicant's Driver License Number (PHOTOCOPY OF <u>YOUR</u> DRIVER LICENSE MUST BE INCLUDED):			
SECTION B - Information Requested (all fields in this section must be completed)			
I am requesting information on	MY OWN RECORD <input type="checkbox"/>	ANOTHER'S RECORD** <input type="checkbox"/>	Vehicle / Hull Identification Number (VIN / HIN):
Vehicle / Vessel Model Year:		Vehicle / Vessel Make:	
CHECK ONE	Lien Search \$15 PER SEARCH <input type="checkbox"/>	Title Search \$15 PER SEARCH <input type="checkbox"/>	

**** IF YOU ARE REQUESTING A RECORD THAT IS NOT YOUR OWN, YOU MUST COMPLETE SECTION "C".**
***** If you check number 10, "A Notarized Authorization to Release Personal Motor Vehicle Information (Form BGS/DO-21A) must be submitted and will not be accepted unless it is acknowledged by a Notary Public or Attorney at Law."**

ALL APPLICANTS MUST READ SECTION "D" AND SIGN THE APPLICATION ON PAGE 3

TITLE / LIEN SEARCH REQUEST

SECTION C – PURPOSE FOR THE REQUEST (required ONLY when requesting another’s record)

PLEASE READ THE BELOW SECTION OF THE NEW JERSEY DRIVER PRIVACY PROTECTION ACT, INITIAL NEXT TO THE PERMITTED USE(S) THAT APPLY TO YOUR SPECIFIC USE OF THE MVC RECORDS. THEN PROVIDE A WRITTEN EXPLANATION OF THE REASON FOR YOUR REQUEST AND INTENDED USE OF THE INFORMATION.

USES PERMITTED BY N.J.S.A. 39:2-3.4(c)

_____ For use by any government agency including any court or law enforcement agency carrying out its functions, or any private person or entity acting on behalf of a federal, State or local agency in carrying out its functions.

If acting on behalf of a federal, State or local agency, please include a copy of an individual release consent form, the agreement with the client, or other proof that you have been retained to conduct an investigation.

_____ For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles; motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and the removal of non-owner records from the original owner records of motor vehicle manufacturers.

Please include the documentation supporting your request if the information is to be used for motor vehicle emissions, recalls or advisories, etc.

_____ For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only;

1. to verify the accuracy of personal information submitted by the individual to the business or agents, employees or contractors; and
2. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against the individual.

Please include a copy of the individual release consent form.

_____ For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, State or local court or agency or before any self-regulating body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, State or local court.

Please include the Docket number and a letter from the client confirming that you have been retained. Please provide an explanation if no docket number has been assigned.

_____ For use in educational initiatives, research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals and, in the case of educational initiatives, only to organ procurement organizations as aggregated, non-identifying information.

Please include a description of the initiative or research on official letterhead.

_____ For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.

Please include supporting documents for intended use.

_____ For use in providing notice to the owners of towed or impounded vehicles.

Please include proof of authorization to tow or impound vehicles.

TITLE / LIEN SEARCH REQUEST

_____ For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App. §2710 et seq.

Please include a copy of an individual release consent form, a copy of the insurance policy, and a copy of the agreement if done on behalf of a client.

_____ For use in connection with the operation of private toll transportation facilities.

If your request does not fall under one of the above reasons:

_____ For use by any requestor, if the requestor demonstrates it has obtained the **notarized written consent of the individual to whom the information pertains.**

_____ For use by an organ procurement organization designated pursuant to 42 U.S.C. §1320b-8 to serve in the State of New Jersey, or any donor registry established by any such organization, exclusively for the purposes of determining, verifying, and recording organ and tissue donor designation and identity.

Please include proof that your organization is authorized to serve in one of the capacities listed.

Explanation of reason

Please in explain in detail your reason for requesting the information and how you plan to use it. If involving a lawsuit, please state the type of lawsuit and your relationship to the case.

TITLE / LIEN SEARCH REQUEST

SECTION D – TERMS AND CONDITIONS

The disclosure and use of the personal information¹ contained in the record you have requested is governed by the "New Jersey Drivers' Privacy Protection Act" ("NJDPPEA"), N.J.S.A. 39:2-3.3 et seq. The NJDPPEA provides that a person who knowingly obtains or discloses information from a motor vehicle record for any use not permitted by the Act is guilty of a crime of the fourth degree and can be held liable, in a civil action in the Superior Court, to the individual to whom the information pertains, including an award of actual damages, punitive damages, and reasonable attorney's fees and litigation costs.

¹ "Personal Information" means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.

I hereby certify that the foregoing statements and submitted supporting documents are true. I understand that if any of the statements or submitted supporting documents are willfully false, I am subject to punishment. I have read N.J.S.A. 39:2-3.3, et seq. ("NJDPPEA") and I have initialed all the permitted purposes that apply to my request for online access. I will only use any personal information contained in records I have requested as permitted by the NJDPPEA.

I agree to hold the New Jersey Motor Vehicle Commission (NJMVC) harmless in the event of any errors or omissions in the record and document(s) furnished under this application.

If I am requesting another's record, I certify that:

- 1) Use of the information provided by the NJMVC pursuant to this Application will only be for the purposes explicitly set forth in this Application;
- 2) The information provided by the NJMVC pursuant to this Application will not be used for the purpose of commercial solicitation or marketing, political canvassing or campaigning or any similar purpose or objective, and I shall not provide such information to any person or entity that seeks to use such information for any of these purposes;
- 3) If the information requested is to be used "in anticipation of litigation," pursuant to N.J.S.A. 39:2-3.4(c)4, personal information will only be used where litigation is imminent or foreseeable, or where the party on whose behalf the information is obtained has made the conscious decision to prepare a claim or defend against a probable claim;
- 4) In the event of a breach of any of the security obligations or other event requiring notification under applicable law, I shall comply with all applicable State and federal laws that require notification of individuals in the event of unauthorized release of Personal Information, or other event requiring notification, and assume responsibility for informing the NJMVC within twenty four (24) hours and all such appropriate individuals, including the customer whose information is the subject of the release, in accordance with applicable law and to indemnify, hold harmless and defend the State of New Jersey from, and against any claims, damages, or other harm related to such breach or event. All communications must be coordinated with the State of New Jersey by contacting the NJMVC at 609-341-5777.

Signature of Applicant (original signature only - signature stamps are unacceptable)

Date



STATE OF NEW JERSEY
609-292-6500 ext. 5069

Affidavit for Mobile Home Missing Vehicle Identification Number (VIN)

I the undersigned, hereby certify that, after a physical examination of the mobile home described below, there is no visible serial number available.

Year of Mobile Home: _____ Make of Mobile Home: _____

Model or Series of Mobile Home: _____

I certify that the foregoing statement made by me is true. I am aware that if the foregoing statement made by me is willfully false, I am subject to punishment.

Notary seal here

Print Name

Signature

Date

FOR OFFICIAL USE ONLY

A pre-numbered V.I.N. will be assigned to the mobile home by the N.J. Motor Vehicle Commission at the time the mobile home is titled.

VIN Assigned: _____

Assigned by: _____ Date Assigned: _____
Employee's Name

ABANDONED MOBILE HOME NOTICE

Date

Full Name of Property Owner

Street Address

City, State, Zip Code

Full Name of Mobile Home Owner

Street Address

City, State, Zip Code

Dear _____:

This is to advise you that your mobile home _____, _____, _____
Make Year Vehicle Identification Number

is deemed to have been abandoned at _____
Address where mobile home is located

since _____
Date left abandoned (expiration of lease)

A mobile home is deemed to have been abandoned, if the landlord/property owner reasonably believes that the tenant has left the mobile home upon the premises with no intention of asserting any further claim to the mobile home. Under New Jersey Law (P.L. 1999.c.340), ownership of such a mobile home may be transferred to the landlord/property owner upon proper notice to the owner and, if applicable, the lienholder and application to the State of New Jersey.

I am, therefore, by means of this certified return receipt requested/certificate of mailing, demanding that you and/or the lienholder of your mobile home (if applicable) remove your mobile home from my above referenced property within 75 days of receipt of this letter. If you, or your lienholder, do not do so, i shall apply to the State of New Jersey to have ownership of your mobile home transferred to me under authority of the New Jersey Law (P.L.1999.c.340).

Sincerely,

Signature of Property Owner

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code

**To be sent certified to
the vehicle Owner(s)**

ABANDONED MOBILE HOME NOTICE

Date

Full Name of Property Owner

Street Address

City, State, Zip Code

Full Name of Mobile Home Owner

Street Address

City, State, Zip Code

Dear _____:

This is to advise you that your mobile home _____,
Make Year Vehicle Identification Number

is deemed to have been abandoned at _____
Address where mobile home is located

since _____
Date left abandoned (expiration of lease)

A mobile home is deemed to have been abandoned, if the landlord/property owner reasonably believes that the tenant has left the mobile home upon the premises with no intention of asserting any further claim to the mobile home. Under New Jersey Law (P.L. 1999.c.340), ownership of such a mobile home may be transferred to the landlord/property owner upon proper notice to the owner and, if applicable, the lienholder and application to the State of New Jersey.

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Sincerely,

Signature of Property Owner

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code

**To be sent certified to
the vehicle's Lien
Holder (if applicable)**

ABANDONED MOBILE HOME NOTICE

Date

Full Name of Property Owner

Street Address

City, State, Zip Code

Full Name of Mobile Home Owner

Street Address

City, State, Zip Code

Dear _____:

This is to advise you that your mobile home _____,
Make Year Vehicle Identification Number

is deemed to have been abandoned at _____
Address where mobile home is located

since _____
Date left abandoned (expiration of lease)

A mobile home is deemed to have been abandoned, if the landlord/property owner reasonably believes that the tenant has left the mobile home upon the premises with no intention of asserting any further claim to the mobile home. Under New Jersey Law (P.L. 1999.c.340), ownership of such a mobile home may be transferred to the landlord/property owner upon proper notice to the owner and, if applicable, the lienholder and application to the State of New Jersey.

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Sincerely,

Signature of Property Owner

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code

Retain by the property owner for later use with the returned certified receipt. (Step 2)

ABANDONED MOBILE HOME NOTICE

Date

Full Name of Property Owner

Street Address

City, State, Zip Code

Full Name of Mobile Home Owner

Street Address

City, State, Zip Code

Dear _____:

This is to advise you that your mobile home _____,
Make Year Vehicle Identification Number

is deemed to have been abandoned at _____
Address where mobile home is located

since _____
Date left abandoned (expiration of lease)

A mobile home is deemed to have been abandoned, if the landlord/property owner reasonably believes that the tenant has left the mobile home upon the premises with no intention of asserting any further claim to the mobile home. Under New Jersey Law (P.L. 1999.c.340), ownership of such a mobile home may be transferred to the landlord/property owner upon proper notice to the owner and, if applicable, the lienholder and application to the State of New Jersey.

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Sincerely,

Signature of Property Owner

CC: _____
Lienholder name (if applicable)

Street Address

City, State, Zip Code

**To be retained for
applicants records**