

MECHANICS LIEN REQUIREMENTS

48-7810 R07/25 azdot.gov

- ☐ **Applicant** — The applicant for a mechanics lien must be the proprietor of the garage, repair shop or service station shown on the repair order.
- ☐ **Repair Order** — Must provide an original or certified copy of the work repair order for the vehicle, signed by the owner of record.
- ☐ **Vehicle Inspection** — Tell the inspector that you are applying for a mechanics lien. Inspection hours:

- ☐ **Title and Lien Searches** — Obtain a motor vehicle record search to verify the name and address of the last titled owners and lienholders (if any). The record must be searched on the vehicle identification number (VIN), not the plate number.

For Arizona searches, complete a Motor Vehicle Record Request, form # 46-4416. A \$3.00 fee will be charged.

For out-of-state searches, contact that state. You may be charged a fee by that state.

- ☐ **Certified Letters** — Send a certified letter (Return Receipt Requested) to each of the owner names and addresses shown on the record searches. The letters should state that the vehicle will be sold. Provide a copy of the letter.

- ☐ **Certified Letter Results**

Response to Letter — Provide the original of any response.

No Response to Letter:

1. **Return Receipt** — If you receive the Return Receipt card from a certified letter, provide the card.
2. **Unclaimed Letter** — If the certified letter is returned to you by the post office as unclaimed:

a. Provide the unopened letter *and*

b. Publish on two different days, a notice of sale in a newspaper in the county in which the vehicle is to be sold. The notice must contain a complete description of the vehicle, including: Year, Make and Vehicle Identification Number (VIN). Provide an affidavit of publication from the newspaper.

- ☐ **Lien Releases** — Provide a lien release from **all lienholders** appearing on any title and lien search, either Arizona or out-of-state. Each release must contain: Year, Make and Vehicle Identification Number (VIN).

For Arizona searches, the lien release must be signed, notarized, and include the date and amount of the lien.

- ☐ **Auction Sale Certificate** — Complete an Auction Sale Certificate, form # 46-8503.
- ☐ **Title Application** — Complete a Title and Registration Application, form # 96-0236.
- ☐ **Other:**

- ☐ **Provide All Documents** — Mail all documents relating to this matter to the address above, or take to any MVD office.

For assistance please contact MVD: azdot.gov/contactmvd or call 602.255.0072 (TDD 602.712.3222).