



# ANNETTE RAMIREZ

Tax Assessor-Collector & Voter Registrar  
[www.hctax.net](http://www.hctax.net)

## MECHANIC LIEN PROCESS-STEP TWO

VIN		Foreclosure Date	
Year & Make		Completed Repair Date	
Mechanic Shop		Public Sale Date	
Title Service	Name:	Email:	
	Phone:		

**Please submit the following completed original documents to our office**

Form 130U – Title Application	PS3800
VTR-265-M Mechanic’s Lien	PS3811
Title and Registration Verification	Unopened letters returned by USPO
Proof of Insurance in buyer’s name	Signed work order
Form VTR-270 – Physical Inspection	\$25.00 Administrative Fee Receipt

**Additional Documents May Apply**

Vehicle Inspection Report (VIR) – OOS Vehicles – Must be signed and original	Weight Certificate (Vehicles 18,000+)
VIR for Registration	VTR-61 – Rebuilt Salvage
Emission Inspection	Other:

**Helpful Hints**

The US Post Office Track and Confirm is not acceptable as proof of notification.  
 The title and registration verification must be from a governmental agency. Per TxDMV, Harris County has opted to accept third party vendor verifications.  
 Proof of Insurance is not required if “Title Only” is selected on the form 130U, Title Application.  
 Penalties will apply if the vehicle is not transferred within 30 days of the Public Auction Date  
 Verify all documents are complete and unaltered before submission to avoid unnecessary returns.