

# LICENSING AND TITLING OF COMPANY OWNED LEASE VEHICLES

## Lapeer Road Marshaling Center- Deliveries

All vehicles delivered through the Lapeer Road Marshaling Center are licensed, titled and renewed through that facility. If you do not receive your renewal tab/registration or require a duplicate, contact Lapeer at T/L 730-1039 or 248 754-1039.

## Dealership Deliveries

It is the responsibility of the participant to ensure that his/her vehicle is titled and registered correctly at all times, (late fees and penalties will not be reimbursed).

**Note:** Only one license and titling reimbursement in a 12 month period is authorized except in the case of Corporation relocation. Dealer administrative fees are not reimbursable.

It is recommended that the Participant familiarize himself/herself with the Delivering Dealer Package. The Participant must provide the delivering facility with the "Delivering Dealer Package" (which can be located on the company car website/ordering system). The Power of Attorney Form included in the Delivering Dealer Package must be signed by the Participant or representative who, in turn, will be authorized to sign applications on behalf of Chrysler for the purpose of licensing and titling the new lease vehicle.

The dealership will be sent a factory invoice and a Manufacturer Certificate of Origin (MCO), which some states may require. The delivering dealership will then assist the Participant in licensing and titling the vehicle or give the MCO and Invoice to the Participant to take to the department of motors vehicle for licensing and titling. **(It is the participant's responsibility to ensure that this vehicle is titled and properly registered.)** When the license plate number is available, it must be provided to the License and Titling Department at the Lapeer Road Marshaling Center at 248 754-1039 or Tieline 730-1039.

Participants must transfer insurance certificates and accident/damage claim kits from the turn-in vehicle to the new vehicle. If an additional insurance certificate is required or, if this is your first vehicle contact your Car Coordinator. Additional information such as sales tax exemption numbers, disposal of turn-in vehicle, and particular data for the states of Illinois and New York can also be found in the Delivering Dealer Package.

## Dealership Deliveries (Continue)

All lease vehicles, must be titled as follows:

**Chrysler LLC**  
**4300 S. Lapeer Road CIMS 438-01-00**  
**Orion Township, Michigan 48359**

If the vehicle is garaged in one of the following states, the title must be issued as listed below:

### **Kansas**

Chrysler LLC  
C/O Lapeer Road Marshaling Center  
(YOUR HOME ADDRESS)

### **Maryland**

Chrysler LLC  
C/O Lapeer Road Marshaling Center  
6085 Marshalee Drive, Suite 200  
Elkridge, MD 21075

### **Massachusetts**

The contact for the state required Insurance Stamp in Massachusetts has changed. All other information remains the same.

An RMV-1 must be completed by a dealership, or individual that has a stamp and signature of a resident licensed agent before a vehicle can be registered. All Massachusetts Company Car (DCX 0004912) RMV'1s and RMV'3s should be faxed to:

TO: Attention: Adele Ellis  
Aon Risk Services  
**COMPANY CAR POLICY NO. DCX 0004912 (She must have this information)**  
Fax number: 617-542-2597

INCL: Please fax the following information:  
A completely filled out RMV'1 (RMV'3 for changes)  
Your name: COMPANY CAR POLICY NO. DCX 0004912  
Your address  
Your phone number  
Your fax number

### **Massachusetts**

Chrysler LLC  
C/O Lapeer Road Marshaling Center  
1000 DaimlerChrysler Drive  
CIMS 438-01-00  
Auburn Hills, MI 48326-2766

### **Connecticut**

Chrysler LLC  
C/O Lapeer Road Marshaling Center  
1000 DaimlerChrysler Drive  
CIMS 438-01-00  
Auburn Hills, MI 48326-2766

## Dealership Deliveries (Continue)

### Delaware

Chrysler LLC  
550 S. College Avenue  
Newark, DE 19713

### New York

Chrysler LLC  
4300 South Lapeer Road  
Orion Township, MI 48359

### Ohio

Chrysler LLC  
800 Chrysler Drive  
CIMS 438-01-00  
Auburn Hills, MI 48326

### Florida

Chrysler LLC  
4300 S. Lapeer Road  
Orion Township, MI 48359-1867  
Customer Number 202190771 (Must be used)

**\* Texas dealers must complete the attached form 130-U (line 19 reflects our permit number) and submit with the application to the state.**

The state of New York has informed us that they will no longer honor insurance coverage for vehicles that are not titled in the exact same manner as the insurance certificate reads. This means the address and name must be exact or we will require participant to correct the title. DO NOT contact Marsh USA. It is being enforced by the State of New York DMV.

If your state law requires a local address you are permitted to use your home address, but the owner's portion of the title application must still read as listed here for the above states. All titles **must** be sent to Lapeer Road Marshaling Center. Future orders will be blocked if the title is not stored at Lapeer.

**DO NOT RECORD ANY LIENS ON COMPANY – OWNED VEHICLES.**

## Vehicle Registration Renewal

**Note:** Participants are not to retain the title of company-owned vehicles. If you receive the title, mail it immediately to the following address:

License and Title Supervisor  
Lapeer Road Marshaling Center  
CIMS 438-01-00  
4300 South Lapeer Rd.  
Orion Twp., MI 48359  
Outside Line: (248) 754-1042 or Tie 730-1042

## **Vehicle Registration Renewal (Continue)**

All vehicles delivered through the Lapeer Road Marshaling Center and still operated within Michigan, will have the registration automatically renewed by the Marshaling Center Secretary of State office. Truck/Commercial license plates expire on February 28<sup>th</sup>. Car/Passenger plates expire either on June 1<sup>st</sup> or August 1<sup>st</sup>.

All renewal tabs and registrations should be received no later than two weeks prior to their expiration. If you took delivery at the Marshaling Center and do not receive your renewal tabs please contact the Marshaling Center for assistance at T/L 730-1039 or outside line (248) 754-1039. It is the Participant's responsibility to ensure that their vehicle(s) are properly registered at all times.

It is the Participant's responsibility to renew the registration for those vehicles delivered outside of the Lapeer Road Marshaling Center upon receipt of the Registration Renewal Notice. If you have not received a Registration Renewal Notice thirty days prior to the expiration date, please contact your local department of motor vehicles. The expense to License and Title a lease vehicle is that of Chrysler's only once in a twelve month period except in the case of Corporate relocation.

It is the participants' responsibility to ensure that when a company car is turned in and the replacement vehicle receives a new plate/registration, the old plate/registration is canceled at the Department of Motor Vehicles otherwise the participant will be charged for having two plates and registrations.

## **Confiscated License Plate Michigan/States where Applicable**

The state of Michigan confiscates metal license plates from drivers involved in infractions such as DUI's, driving on a suspended license etc. Drivers will be issued a temporary plate (paper). According to the law regulating this type of confiscation, a new permanent plate cannot be issued without the matter being adjudicated. Once resolved, a "Notice of Adjudication" will be issued to the driver by the appropriate court. It is the responsibility of the Participant to forward a copy of the "Notice of Adjudication" immediately for approval to obtain a new, permanent plate to:

**Company Car Programs  
800 Chrysler Drive  
CIMS: 483-08-12  
Auburn Hills, MI 48326  
Fax: 248 576-8292**

## **Confiscated License Plate Michigan/States where Applicable (Continued)**

Participants in all other states must resolve issues with the local Department of Motor Vehicles on laws regarding confiscated license plates, driver's license or related infractions. It is the Participant's responsibility to notify Company Car Programs.

### **Relocating to Another State**

It is the responsibility of the Participant to assure that his/her lease vehicle(s) continues to be properly licensed and titled when he/she moves to another state.

Retired Participants are responsible for the cost of re-licensing, re-titling, and all associated fees. The Vehicle Lease Program does not permit payment or reimbursement more than once during a twelve month period for retirees.

The Participant should check with local titling authorities to determine their state's requirements for re-licensing and/or titling. Once you determine the requirements of your new state, contact the License and Titling Supervisor at the Lapeer Road Marshaling Center on T/L 730-1042 or outside (248) 754-1042 to obtain any of the following items:

- Vehicle Title
- Notarized "True Copy" Power of Attorney
- A Proof of Insurance Certificate (if needed)
- Sales Tax Exemption Number List

Or send a written request to:

Lapeer Road Marshaling Center  
Licensing and Titling Supervisor  
4300 S. Lapeer Road  
Orion Township, Michigan 48359  
FAX: T/L 730-1040 or outside (248) 754-1040

Be sure to include the vehicle identification numbers, Participant's name and complete return address.

Note: A storage record for your title for your current vehicle must be in the Company Car system or your new vehicle order will be rejected. It is the participants' responsibility to ensure that Lapeer Road Marshaling Center has received the title or to apply for a replacement (duplicate) title if necessary. You will be notified by the Company Car Title Department if your title is not received.

## **Relocating to Another State (Continued)**

All retired Michigan plates must be returned to the above address. In all other circumstances you must comply with your previous resident state's requirements. Notify the Licensing & Titling Supervisor at Lapeer Road Marshaling Center of any changes in vehicle license plate numbers.

### Active Participants

In the case of job related transfers submit all expenses for the cost of re-licensing, re-titling, and all associated fees for reimbursement (see reimbursement section for details on submitting a claim).