



Motor Vehicle Administration
6601 Ritchie Highway N.E.
Glen Burnie, MD 21062

Bulletin

D-05-14-04

DATE: May 19, 2014
BULLETIN TO: All Dealers and Tag & Title Services
FROM: Sharon Crow, Manager
Business Licensing & Consumer Services
RE: Leased vehicles

Please be guided by the below guidelines for titling and registering a leased vehicle:

When titling a leased vehicle please obtain the leasing company's soundex number and the lessees' drivers' license number. The Application for Title (VR-005) must be completed with lessors and lessee's soundex \ driver's license number, name and address.

A leasing company soundex will always be a company soundex. The Leasing companies address may be an out of state address. When possible please use the soundex number previously issued to the leasing company.

The Maryland title will print with the leasing company's name and address but will also display the in care of symbol (%) in front of the lessee's name. All leased vehicle will be branded as a "LEASED".

The registration card will print with the leasing company's name along with the in care of symbol (%) and lessee's name and address.

Any questions concerning this bulletin may be sent to mvablcsd@mva.maryland.gov