Have you recently purchased a Vehicle, Boat, or Mobile Home in a private sale in Florida? Complete the checklist below.

For additional information about an item, please refer to the corresponding section.

- Original Florida Title
- Valid Identification
- Florida Insurance Card, Policy, or Binder
- Sales Tax (if applicable)
- Acceptable Method of Payment
- Schedule an Appointment on Taxcollector.com

Original Florida Title

Both buyer and seller must properly complete the “Transfer of Title by Seller” section on the front of the title. It must include printed names and signatures of buyer(s) and seller(s), odometer reading and date read, selling price, and date of sale (see page 3 for examples of accurately completed Florida titles).

NOTE: Cross-outs, white-out, alterations, or erasures may void the title and require you to submit a Notarized or Perjury Clause Bill of Sale signed by the seller; obtainable by visiting the motor vehicle forms section of taxcollector.com.

Identification

All purchasers* must be present with one of the following valid (unexpired) documents:

- State-issued Driver License/ID Card (includes US Territories)
- Passport from any country
- Canadian Driver License/ID Card.

If a purchaser cannot be present, consider using a Power of Attorney form, which can be obtained from taxcollector.com or in our office. You will be required to submit a copy of the absent individual’s valid identification along with the completed form. The form must contain original signatures.

NOTE: It is not mandatory for buyer and seller to visit our office together, but it may expedite the process.

* BUSINESSES are required to submit documentation proving the validity of the business. This can be done with a printout from:
  - SunBiz (sunbiz.org) for a Florida business, or
  - Registered Agent Solutions, Inc., business search for an Out-of-State business

The printout must show an “active” status. If the individual acting on behalf of the business is not listed on the printout, they must also submit, on letterhead, a letter that authorizes them to act on behalf of the business.
Proof of Florida Insurance

- Must state that it is a Florida policy
- Cannot be expired or post-dated
- Must list at least one owner’s name that will be recorded on the new title
- Must list the specific information for the new vehicle you are titling (i.e. VIN, year, make, model)
- Must list the 5-digit Florida Insurance Company Code Number

NOTE: If the vehicle you are titling is a truck that weighs more than 5,000 lbs, visit the heavy truck FAQ on taxcollector.com for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for the following: (1) Motorcycles, (2) Trailers, (3) Boats, (4) Mobile Homes, or (5) Off-Highway Vehicles.

Sales Tax

You will be required to pay sales tax, if applicable. The sales tax rate is based on the county in which you reside. The sales tax rate in Manatee County is 7%.

Estimated Fees

We accept cash, check, debit cards, and credit cards. A $2.50 processing fee for debit cards and a 2.5% processing fee (minimum of $2.50) for credit cards will apply. Our office does not retain any portion of this fee.

Titles must be transferred within 30 days of the purchase date to avoid late fees.

- Title transfer + new plate (1 to 12 month registration)……$380 to $410
- Title transfer + transfer current plate……$90 to $120

NOTE: Estimate does not include sales tax or late fees.

Appointments

An appointment is highly recommended to expedite your visit! Customers with appointments are served before those that visit our office without one.

Appointments can be scheduled for vehicle, boat, and mobile home title transfers. Limit 4 transactions per appointment. Visit taxcollector.com to schedule an appointment for your Florida title transfer today!

Vehicle History Report

Would you like to verify the title and brand history of a vehicle before purchasing it? For a small fee, you can purchase a vehicle history report from Auto Data Direct, Inc. (ADD). ADD is a United States Department of Justice approved provider of consumer access to National Motor Vehicle Title Information System (NMVTIS) vehicle history reports. Note: Owner data is excluded from these reports.

Not a Manatee County resident? Out-of-County residents can only be served at First Manatee South County Tag Agency, located at 5756 14th St W, Bradenton, FL 34207. You can contact that office at 941.782.6050 or visit autotagagency.net for more information.
Completed Florida Titles

Below are two examples of accurately completed Florida titles (different versions).

(Alternative text for title image)