

REQUEST FOR RELEASE OF LIEN

VEHICLE INFORMATION

VIN: _____ Year: _____ Make: _____ Model: _____ Style: _____

OWNER'S NAME(S) (Last, First, Middle Initial)

Name(s): _____

Address _____ City _____ State _____ ZIP _____

LIEN HOLDER'S INFORMATION

Name: _____ Account Number (If available): _____

Address _____ City _____ State _____ ZIP _____

Method of Payment Used: ☐ Cash ☐ Wired funds ☐ Intra-bank Transfer <See No. 1 below
Check Only ONE ☐ Teller's Check ☐ Certified Check ☐ Cashier's Check ☐ Other: _____ <See No. 2 below

Amount tendered as payment in full: \$ _____ **Date payment was sent:** _____

Please: ☐ Mail ☐ Fax - the Release of Lien to:

Name: _____ Fax Number: _____

Address _____ City _____ State _____ ZIP _____

Requested by: _____ Signature _____ Printed Name of Requestor: _____ Date: _____

- ✓ The form must be attached to the final payment submitted to the lien holder or delivered to the lien holder once the final payment is electronically submitted.
- ✓ As reviewed in No. 1 and 2 below, the lien holder will have a set number of days (based on payment method) to fully execute the release of lien and mail or deliver the release where directed by the person or business shown above.

Kansas Statutes Annotated (KSA) 8-1,157 states:

1. When a lien has been paid in full by cash, intra-bank transfer or wired funds, the lien is considered paid in full (satisfied) as soon as the lien holder receipts the payment. The lien holder will then have three (3) business days after the receipt of payment and a request for the release of the lien to fully execute a release of lien and shall mail or deliver such release where directed by the person who requested the release.
2. When a lien holder has been paid in full by any other form of payment (other than cash, intra-bank transfer or wired funds) and a request for the release of the lien, the lien holder must fully execute a release of lien within ten (10) business days and shall mail or deliver such release where directed by the person who requested the release.
3. The release will be considered completed when it is placed in the US mail, postage prepaid or, delivered to the person requesting the lien release or, is faxed to the Kansas Division of Vehicles or a Kansas County Treasurer's Motor Vehicle office. For liens released electronically (e lien) the release will be considered completed when it is delivered electronically to the Division.
4. The fax received confirmation sheet with the transmitted date and the fax number sent to will be required as proof of delivery.
5. If a lien holder does not comply with these requirements, the aggrieved party may file a complaint against the lien holder with the Division of Vehicles. An aggrieved party can be the Division, the owner of the vehicle subject to the lien, or the person making a valid request on a form approved by the Division.
6. The Division will conduct a hearing and may assess a civil administrative penalty on a lien holder who fails to comply with the applicable portions of the statute or any rules and regulation adopted by the Division pursuant to this statute. A copy of KSA 8-1,157 with details concerning penalties and interest is available at: <http://www.kslegislature.org/legsrv-statutes/getStatute.do?number=1406>
7. The Division will send the lien holder notice of the penalty, their rights under the Kansas Administrative Procedures Act, informing them they have the right to a hearing, the requirements the lien holder must comply with to avoid waiving the right to a hearing and the manner of payment if the lien holder elects to pay the penalty and waive the hearing.
8. Failure of a lien holder to pay the administrative penalty after it becomes final will result in the lien holder being liable to the Division for up to three times the amount of the penalty together with the costs plus interest for the time the penalty became final and attorneys' fees, including all costs and attorneys' fees incurred directly in the collection thereof. The rate of interest is 10% per annum.
9. In addition to the penalties provided by this statute, a lien holder who fails to provide a lien release shall be liable to the holder of the title requesting the release for any loss caused to the holder by such lien holder's failure to comply.