**KCOVRS DOCUMENT CHECKLIST**

**1. TRANSFERRING FEES TO A NEWLY PURCHASED VEHICLE**

|  |  |
| --- | --- |
|  | Bill of Sale—For Vehicle you are transferring fees from |
|  | Proof of Ownership--- Title, Out-of-State Title, MSO |
|  | Bill of Sale—Required if Purchase Date and Price are not on title |
|  | Signed Title Application—if title work is being done |
|  | Schedule C |
|  | Proof of Insurance |
|  | HVUT-2290 Form—If vehicle over 54,000lbs |
|  | Lease Agreement |
|  | Lease Purchase Agreement |
|  | VIN Inspection |
|  | Lien Release |
|  | Prior Registration |
|  | Signed Invoice—Once transaction is complete a signed invoice must be returned |