

Minnesota Dealer Initiated Conditional Transfers



1. When dealer is missing the title or supporting documents
2. When the dealer is only missing the lien release
3. Clearing the conditional



Minnesota Dealer Conditional Information

- 🚗 Required to submit Minnesota retail buyer's application for title and applicable fees and taxes within 10 business days of the date of sale
- 🚗 Can file a "conditional" transfer when the dealer is unable to obtain all of the required documents and/or signatures to transfer ownership within the 10 business days of the date of sale
- 🚗 Dealer "conditionals" are not allowed on new vehicle applications requiring Manufacturers Certificate of Origin



Conditional transfer due to a missing title, signature, or bill of sale:

Need a letter from the dealership (on letterhead) explaining what documents are missing and why. If the missing document is a foreign state title, the letter must indicate which state the title is from (if known), owner's name, and name of any lien holders.



Completed title application (PS2000) indicating buyer's name, address, and lien information. PS2000 must be signed by buyer and dealer.



All transfer fees and taxes paid to Deputy Registrar. Registration may be issued if needed.



Dealer retains all transfer documents until all the title documents may be submitted together.



Dealer ABC Inc.

111 Motor Ave.
South St Paul, MN 55075

July 27, 2015

In reference to:
2015 Ford Escape
VIN: 3F1B256F679X12343

To Whom It May Concern:

Our dealership purchased the described vehicle above from Sam Smith on May 10, 2015. Sam Smith has lost the Minnesota title #Z123A0001 and is applying for a duplicate title.

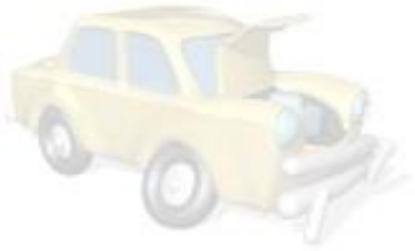
Dealer ABC Inc. has sold the vehicle to Jim Jones on July 20, 2015. We are requesting a dealer conditional transfer to Jim Jones until the duplicate title is received.

Sincerely,
Harlan James

Harlan James, Title Clerk
Dealer ABC Inc.

If the **only** document missing is a **lien release**, submit **all** of the following documents:

1. The title with the complete chain of ownership and all other pertinent documents.
2. A letter providing the name and address of the lender for the missing lien release.
3. A PS2000 signed by the purchaser and selling dealer.





When completed documents are received by dealer (or lien release) needed to clear the dealer conditional, the document(s) are brought into the deputy registrar to clear the conditional.

The dealer takes a photo copy of the original transaction and attaches it to the documents, crossing out the fees in Section D (Except the \$10.00 filing fee). Write “Clear Conditional” in the upper right hand corner of the PS2000 or Application for Title.



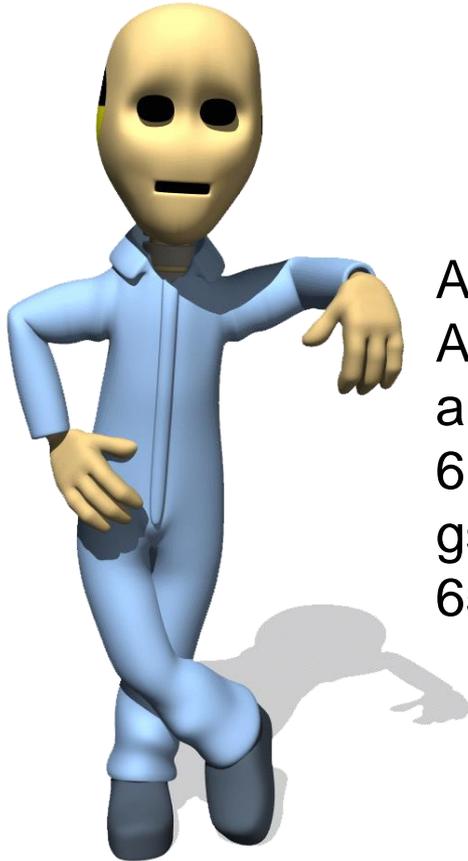
Dealer Conditional Registration

Reference: Minnesota Statutes 2014,
Section 168A.07, Subd. 3

Effective: July 1, 2015

What you need to know:

In addition to the filing fee to create a conditional registration, the subsequent transaction to remove and clear a conditional registration is considered a separate transaction and requires the payment of an additional filing fee of the same amount, provided the removal and clearing transaction was initiated by a motor vehicle dealer licensed as described in Minn. Stat. 168.27.



Any Questions? Call, Text, or Email
Amanda Coppin or Gaye Smith
amandac@quick-serv.com
612-807-4239
gsmith@quick-serv.com
651-336-1019

