

SUSAN LAMB

FAYETTE COUNTY CLERK



Date:

Leasing Company Name

Customer Name

Leasing Company Address

Customer Address

Leasing Company City/State/Zip

Lexington KY

Zip

Customer Email

◆ Mail, Fax, or Email to your Leasing Company ◆

RE: VIN

To Whom it may concern:

The above named individual has moved to Kentucky and is applying for a title and registration. Kentucky law requires this to be completed within 15 days of bringing a motor vehicle into the state. In order for our office to serve this individual it is necessary that you forward the following:

- 1. ORIGINAL TITLE document along with a copy of this letter**
- 2. A notarized power of attorney form**
- 3. Four-digit KY U-Drive-It tax permit # and incorporation month**
- 4. Federal ID number**
- 5. Kentucky Title Lien Statement (if applicable)**

Once we have received the necessary documents, the customer will be notified to come in and complete the registration process. The new Kentucky title will be mailed to the lessor and the lessee will retain the certificate of registration.

Your prompt response will expedite the titling and licensing of the vehicle referenced above and assists in our customer's attempt to comply with Kentucky motor vehicle laws.