



## Dealer Handbook: Titles

### ITD-0502

Filling out the Report of Sale and Application or Certificate of Title (ITD 0502)

#### Brand Disclosure

If this vehicle is branded, place a check mark in the appropriate box. If the “Other” box is selected, list why the vehicle is branded.

See Brands section for required documents for selling branded vehicles.

#### Section 1 Vehicle/Vessel Description:

- *Previous Idaho Title No* – If the vehicle is used and has an existing Idaho title, enter the title number exactly as it appears on the Idaho Title. If it is a new vehicle or has never been previously title, leave blank.
- *1<sup>st</sup> Vehicle Hull Identification No.* – Enter the Vehicle Identification number or Hull number from your inspection. For a Motorhome, enter the chassis VIN number.
- *2<sup>nd</sup> VIN if Assigned* – If applicable, enter the second vehicle VIN. Normally, only motorhome coach VIN, the second VIN on a double-wide manufactured home or an assembled vehicle.
- *Year* – Enter the model year assigned by the manufacturer. For motorhomes, use the model year assigned to the coach portion of the vehicle.  
**\*\*Note:** If the model year is not entered from the coach, the prior year will be captured on the title and will not meet VIN specification.
- *Make* – Enter the vehicle make or manufacture.
- *Body Type* – Enter the vehicle body type.  
See Body Type Code Enclosure for applicable Codes
  - *Model* – Enter the vehicle’s model name.
  - *Description* – Enter additional descriptive information. Boats must have engine drive type:  
IB – Inboard                      OB – Outboard   OT – Other  
PD – Pod Drive   SD – Stern Drive
- *Color (Primary/Secondary)* – Enter the vehicle color. If the vehicle is two-toned, enter both colors.
- *Fuel Type* – Use the first letter of the fuel type instead of writing out the entire word.  
P – Propane                      D – Diesel                      G – Gas  
E – Electrical                      S – Special
- *Wheelbase* – This is required for all UTV’s. It’s the measurement from front center axel to back center axel.
- *Weight* – Enter the actual weight for Trailers, ATV’s and UTV’s. Enter the gross weight for trucks 16K GVW or more. Do not enter 1T, 3/4T or 1/2 T in this field.
- *Length* – Enter the length for all trailers, boats, and motorhomes.



- *Width* – Enter the width for all trailers, ATV’s, and UTV’s.
- *Hull Material* – Enter boat hull material. The assigned codes are as follows:
 

AL – Aluminum	OT – Other	PL – Fiberglass
PS – Plastic	ST – Steel	WD – Wood
RV – Rubber/Vinyl/Canvas		
- *Horsepower* – Boat engine horsepower.
- *Propulsion* – Enter boat propulsion type. The assigned codes are as follows:
 

AT – Air Thrust	SA – Sail	OT – Other
PR – Propeller	WJ – Waterjet	
- *Odometer Reading* – Enter the odometer number here. Odometer readings should not be captured for vehicles that are age-exempt (10 or more years old) and are not required for off-highway vehicles.
- *Odometer Status* – Status of the Odometer reading will be either Actual, In Excess, Not Actual, No Devise, or Exempt.
  - Actual – A vehicle that is less than 10 years old and the number indicated reflects the actual number of miles the vehicle has traveled. Actual cannot be checked, if the previous odometer status was noted as anything other than Actual.
  - In Excess – The vehicle’s odometer is only five digits long and is showing an E at the end of the miles shown. The E means that the odometer is showing mileage over 100,000 (or multiple of 100,000)
  - Not Actual: The odometer is/has been broken. The miles shown are not accurate.
  - No Devise: No Odometer.
  - Exempt: The vehicle is older than 10 years old.
- *Odometer Reading Date* – Enter the odometer reading date for either Actual, Not Actual, or In Excess.
- *Previous State Previous State Brand* – Enter the state abbreviation if the current title is from another state other than Idaho. For the Previous State Brand, enter the other states brand if the title indicates that it has been branded. This would include brands such as “SALVAGE,” “REBUILT,” “RECONSTRUCTED VEHICLE,” etc.
- *Previous State Title Number* – Enter the other state’s title number. For California titles, the title number is the control number located on the bottom right corner of the title.
- *Type of Sale* – Check the appropriate box (es) to indicate if the car is being sold as New, Used, Demo, Courtesy Delivery, Lease, or Rental Car.

**Section 2 Purchaser – Owner:**

- *Owner #1* – For individuals, enter the full Legal Name (Last, First, Middle, Suffix). Do not use titles such as “Mrs., Dr.” or military rank.
  - If titled by an individual Doing Business As (DBA), list the individual’s name as instructed above. The DBA business name should be entered in the “Owner #2” field below.

- *Owner #2* – If there is a second owner, and this is an individual, use the same instructions listed in “Owner #1” above.
  - If the vehicle is leased, enter the lessee’s name.
  - If the vehicle is being titled by a DBA, list the individual’s name as instructed above. The DBA business name should be entered in the Owner #3 filed below.
- *Owner #3* – If there is a third owner, and this an individual, use the same instructions for individuals listed in “Owner 1” above.
- *Idaho Driver License Number or SSN/EIN if Business* – If Owner #1 has an Idaho Driver’s License or Identification Card, enter that number first. If they do not have either of these numbers, enter the Social Security Number. If the business is a corporation, company or a Trust, list their Employers Identification Number (EIN).
  - If the trust is non-interest bearing they may sign a certification of no EIN, ITD-3823. Indicate this form on the ITD-502 and attach the ITD-3823 to the ITD-502.
- *Additional Designations* – Check if applicable:
  - Or – To designate that the signature of any owner is allowed to transfer the title.
  - And – To designate a second owner and that the signatures of both parties are required to transfer the title.
  - LSR (Lessor) – If the vehicle is a leased vehicle.
  - DBA – If the vehicle is being titled by an individual “Doing Business As” a given business name. Enter the DBA business name in the “Owner #2” field.
- *Physical Address/City/State/Zip+4* – Enter the complete physical address to include city, state and zip code, of Owner #1, individual or lessor.
- *Mailing Address* – Enter the mailing address of Owner #1 if different from the Owner’s current legal address above.

Section 3 Lienholder:

- *Primary Lienholder Name* – Enter the primary lienholder’s name exactly as it is to appear on the title.
- *Mailing Address/City/State/Zip +4* – Enter the primary lienholder’s mailing address exactly as it is to appear on the title.
- *Secondary Lienholder* – Enter the secondary lienholder’s name exactly as it is to appear on the title.
- *Mailing Address/City/State/Zip +4* – Enter the secondary lienholder’s mailing address exactly as it is to appear on the title.

Section 4 Sales Tax Information:

- *Dealer’s Seller’s Permit No.* – Enter the Idaho dealer’s seller permit number under which taxes are collected.
- *Lessor’s Seller’s Permit No.* – Enter the lessor’s seller permit number under which taxes are collected.
- *Delivery Date* – Enter the date the vehicle was delivered.

- *Gross Taxable Sales Price (Include Taxable Fees)* – Enter the gross sales price (overall total before deductions).
- *Rebates (Motor Vehicles Only)* – If the vehicle is new, enter any rebate given by the dealer or manufacturer.
- *Adjusted Gross Sales Price* – Subtract rebates from the gross sales price to calculate the adjusted gross sales price.
- *Trade-In Allowance* – List the amount allowed on any trade-ins. Trade-in allowances only apply to dealer sales. No trade-in allowance is allowed for private-party transactions.
- *Net Sales Price* – Subtract any trade-in allowance from the adjusted gross sales price to calculate the net sales price.
- *Tax Collected* – Apply the current rate to the net sales price. New mobile homes are the exception, however. Calculated tax by multiplying the current rate by 55% of the net sales price.
- *Tax Exempt* – If the sales qualifies, check the box and enter the number of the sales tax exemption form used.
- *Trade-In Information* – Enter the Year/Make/Body Type/Model and VIN/HIN of the trade-in.

**Section 5 Dealer Information:**

- *Dealer Name* – Enter the trade name of the dealership as it appears on the dealer license.
- *Idaho Dealer No.* – Enter the Idaho dealer number.
- *Dealer Address* – Enter the address of the dealership as it appears on the dealer license.
- *Phone No.* – Enter the phone number of the dealership.
- *City/State/Zip+4* – Enter the city/state and zip of the dealership as it appears on the dealer license.
- *Authorized Signature* – The dealer’s authorized person must sign here. This signature certifies that:
  - The signatory has identified the applicant and witnessed his or her signature
  - The signatory has physically inspected the VIN/HIN
  - All the information entered on the application is true and correct to the best of his/her knowledge.
- *Title* – Enter the job title of the dealer’s authorized signature.
- *Date* – Enter the date of when this document is signed.

**Section 6 Applicant’s Signature:**

- *Applicants Signature* – The applicant signs here exactly as it appears in Section 2, Owner #1 from above. If there is a Co-Applicant, they will sign it exactly as it appears in Section 2, Owner #2 from above.
- *Date* – The person signing the application enters the current date.
- *Daytime Phone Number* – The person signing the application enters the current date.

The ITD 0502 has four pages.

- *White ITD Copy* – Send this copy in with all supporting documents to the DMV in order to apply for title.

- *Yellow Dealer Copy* – The dealer retains the yellow copy in numerical order for audit purposes.
- *Pink Customer Copy* – The dealer detaches the pink copy and gives it to the purchaser. The customer should be told that the pink copy must remain in the vehicle as the temporary registration receipt.
- *White Permit Copy* – Place the white permit copy, folded on the line below, in the rear window with the expiration date viewed from the rear outside of vehicle.

### **Additional Supporting Documents**

The following are additional documentation that may need to be included with the title applications.

- Title
  - Title must be signed off by the seller to release their interest. If the dealership needs to obtain the title from a Lienholder, make sure to obtain a VIN specific Power of Attorney (POA). This will enable the dealership to sign for the customer.
  - If there is no lienholder, and the customer does not have a title, a duplicate title application will need to be applied for. A POA can be utilized to sign for the duplicate title application, however the POA must be notarized.
- Power of Attorney ITD3368
  - A customer can complete a POA to appoint a business or individual and the attorney-in-fact for a sole and limited purpose. The ITD 3368 limits the POA to endorse, release, or transfer all registration and ownership documents required by Idaho statutes for a VIN specified vehicle/vessel. ITD 3368 also grants the attorney-in-fact full power of replacement and cancellation relating only to the specified vehicle/vessel.
  - A notarized POA must be used in the event a duplicate title application is being submitted.
  - It is important to note that there can be no corrections to the POA. It must be original.
- Bill of Sale
  - Submitting the Bill of Sale is another way to show release of interest from the selling owner of the vehicle.
- Indemnifying Affidavit ITD3410
  - This form is used in the event that further explanation is needed in order to complete the title application. Some examples may be for detailed explanation on errors or corrections on a title.
- One and the Same Statement ITD3125
  - Sometimes it is necessary to complete a One and the Same Statement (OAS) if name appears differently on the 502 as it does on other submitted documents i.e., driver's license or title. Examples may be someone changed their name due to marriage status or a Suffix (Jr, Sr) was omitted.

### **Brands**

- *Rebuilt Salvage*: Every vehicle or vessel previously determined or declared to be a salvage vehicle that has been rebuilt or repaired using like make and model parts and visually appears as a vehicle

or vessel that was originally constructed under a distinctive manufacturer. This includes a salvage vehicle or vessel which is damaged to the extent that a "rebuilt salvage" brand is required to be added to the title. [\[IC 49-123\(2\)\(m\)\]](#)

- *Previous State Brand:* A vehicle that has been deemed as branded in a previously titled state.
- *Reconstruct:* A rebuilt vehicle using like make and model parts that visually appears like a vehicle originally constructed under a distinctive manufacturer. This includes a salvage vehicle with two or more damaged, major component parts needing repair or replacement.
- *Repaired:* A vehicle declared salvage after July 1, 1994 and before July 1, 2008, with only one damaged major component part needing repair or replacement. After the vehicle has been repaired, it was presented to the Motor Vehicle Investigator for attachment of a Repaired Vehicle decal.
- *Other:* Any other brand i.e. recovered theft.