



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
UNCLAIMED MOTOR VEHICLE AFFIDAVIT
Section 4505.101 of the Ohio Revised Code (R.C.)

PLEASE READ PROCEDURES ON PAGE 2 PRIOR TO COMPLETING

I. AM I ELIGIBLE TO USE THIS AFFIDAVIT?

Vehicle Value Guide Used _____ **BASE VALUE (A)** \$ _____
(attach a copy of the relevant portion used)

AGREED UPON REPAIR COSTS (B) \$ _____

Does the vehicle have a disabling condition?

Yes No Undetermined

**ESTIMATED COSTS OF
REPAIRING DISABLING CONDITIONS (C)** \$ _____

VEHICLE VALUE (to determine eligibility) (A) – (B) – (C) = \$ _____

STOP

If **vehicle value is \$2,500 or greater**, you are NOT eligible. Please seek a court ordered title from your county clerk of the court of common pleas (*hereafter referred to as clerk*).

If **vehicle value is less than \$2,500**, you may continue using this form.

II. HAVE I MET ALL THE REQUIREMENTS OF R.C. 4505.101?

<input type="checkbox"/> A notice to remove the motor vehicle has been sent by certified mail, return receipt requested, to the last known address of the owner of the motor vehicle, and it has been 15 days from receipt of the signed return receipt or notification of the delivery not being possible.	
CERTIFIED MAIL RECEIPT # (If required)	DATE OF SIGNED RETURN RECEIPT OR NOTIFICATION OF DELIVERY NOT BEING POSSIBLE
<input type="checkbox"/> A search of the records of the Bureau of Motor Vehicles has been made for outstanding liens on the motor vehicle and a copy of the results is attached.	
Does the BMV record search result indicate a lienholder? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>check one: if yes, must provide certified mail information below</i>)	
CERTIFIED MAIL RECEIPT # (If required)	DATE OF SIGNED RETURN RECEIPT OR NOTIFICATION OF DELIVERY NOT BEING POSSIBLE

LEGAL NAME OF BUSINESS PROVIDING SERVICE	BUSINESS OWNER / AUTHORIZED AGENT	BUSINESS PHONE NUMBER	
BUSINESS ADDRESS	CITY	STATE OH	ZIP CODE
DATE VEHICLE UNCLAIMED		DATE OF COMPLETED REPAIR / COMPLETED TERM OF STORAGE	
VIN NUMBER	VEHICLE YEAR	MAKE	MODEL
			BODY STYLE

III. WHAT DO I OWE THE CLERK?

BASE VALUE (A) \$ _____

ACTUAL EXPENSES INCURRED* (*see page 2 for explanation*) **(D)** \$ _____

*Clerk may require supporting evidence

WHAT I PAY THE CLERK (A) – (D) = \$ _____

By completing this form, I am hereby certifying that **ALL of the requirements** of the R.C. Section 4505.101 have been met. I also certify that all the information contained on this form is true and accurate to the best of my knowledge and belief. I understand that providing false information may constitute a criminal offense of falsification under R.C. 2921.13, a misdemeanor of the first degree.

X _____
Signature of Owner / Authorized Agent

Subscribed and sworn to in my presence by _____ this _____ day of _____,
in the county of _____, state of _____.

X _____ My commission expires: _____ . (Notary Seal)
Signature of Notary

UNCLAIMED MOTOR VEHICLE AFFIDAVIT PROCEDURES

- Form BMV 4202 is to be completed by the owner / authorized agent of a repair garage or storage facility only, is for motor vehicles only, and must be notarized.
- This form shall NOT be used for abandoned vehicles as described in R.C. 4513.60. (Police Tow / Posted Parking)

I. AM I ELIGIBLE TO USE THE BMV 4202 UNCLAIMED MOTOR VEHICLE AFFIDAVIT?

- a. This form can ONLY be used if the value of the vehicle at the time it is left unclaimed is LESS than \$2,500.00, per standards fixed by the Registrar (Ohio Administrative Code 4501:1-13-03).
- b. This is determined using the following:
 - i. **BASE VALUE (A)** = the vehicle's trade-in or wholesale value using a vehicle valuation guide that is generally available and recognized by the motor vehicle industry, at the time of filing. The filer shall take into account any characterization of vehicle condition included in the guide, such as "rough," "average," "clean" or other vehicle descriptions consistent with the terms used in the selected guide, as well as any adjustments detailed in the guide relative to the vehicle mileage and standard or optional equipment (*a copy of the relevant portion of the guide used must be submitted as supporting evidence to the Clerk when affidavit is presented*).
 - ii. **AGREED UPON REPAIR COSTS (B)** = the cost of the agreed upon actual completed repairs (*a service contract or term of storage contract may be required as supporting evidence by the clerk*).
 - iii. **DOES THE VEHICLE HAVE A DISABLING CONDITION? (C) Yes, No, or Undetermined?**
 1. If yes, you must itemize the estimated costs being deducted for needed repairs of a **disabling condition**. (*a disabling condition includes, but is not limited to, the vehicle's engine, transmission, clutch, fuel pump, or other disabling condition*).
 2. If undetermined, you may use a standard deduction of \$250 for incidental costs relative to determining the operability of the vehicle, including, but not limited to, locksmith services, replacement battery, or other such incidental costs. If incidental costs exceed \$250 to determine vehicle's operability, all costs shall be itemized.
 3. If no, enter \$0.
 4. (A) – (B) – (C) = vehicle value.
 - iv. If **vehicle value is \$2,500 or greater**, you are NOT eligible. Please seek a court ordered title from your county clerk of the court of common pleas.
 - v. If **vehicle value is less than \$2,500**, you may continue using this form.

II. HAVE I MET ALL THE REQUIREMENTS OF R.C. 4505.101?

- a. The vehicle has been unclaimed for 15 days or more following the completion of the requested repair or the agreed term of storage.
- b. The owner / authorized agent sent a notice by certified mail, return receipt requested, to the last known address of the owner*, to remove the motor vehicle and it has been fifteen days after the return receipt was received. (**if address is unknown, a search of the BMV records may be made using the BMV 1173 form*)
- c. A search of the records of the Bureau of Motor Vehicles has been made to check for outstanding liens on the motor vehicle. **A Copy of the Title Record must be submitted as supporting evidence to the Clerk when affidavit is presented.**
- d. The owner / authorized agent notified the mortgagee or lienholder (*if the BMV record search results revealed any outstanding lien on the motor vehicle*), by certified mail, return receipt requested, stating where the motor vehicle is located and the value of the motor vehicle. The lien becomes invalid unless the lienholder or mortgagee claims the motor vehicle within fifteen days after return receipt is received by the owner / authorized agent.

III. WHAT DO I OWE THE CLERK?

- a. **BASE VALUE (A)** (as explained above)
- b. **ACTUAL EXPENSES INCURRED (D)**: actual completed repairs, agreed upon storage fees, etc.
Clerk may require supporting evidence.
- c. (A) – (D) = **THE AMOUNT YOU WILL PAY TO THE CLERK** (plus any applicable titling fees).

- Must have affidavit signed and notarized.
- Once affidavit is completed, submit affidavit to the clerk of courts of the county in which the place of business is located.
- **THE AFFIDAVIT DOES NOT NEED TO BE SUBMITTED TO THE BMV PRIOR TO PRESENTING TO THE CLERK.**