

# SAMPLE DOCUMENT

## FOR REFERENCE ONLY

### LEASE PAYOFF INQUIRY

Action Required: Complete and Return Required Documentation

Re: Lease Number

VIN:

Dear

Thank you for your inquiry regarding the payoff of your leased vehicle referenced above. The amount of your payoff obligation is \_\_\_\_\_ including sales tax, and is *valid through* \_\_\_\_\_ to the lessee named on the \_\_\_\_\_ lease agreement.

*Note, in accordance with your lease agreement, your leased vehicle can only be purchased by an authorized \_\_\_\_\_ or \_\_\_\_\_ dealer if not purchased by the lessee, and it can only be returned to a \_\_\_\_\_ or \_\_\_\_\_ dealer.*

Please send us the following items to process your payoff and release your title:

1. A check made payable to \_\_\_\_\_ for the payoff balance of: \$ \_\_\_\_\_. To ensure timely processing, please include your full account number (Account No. \_\_\_\_\_) on your check.
2. The completed, federally required Odometer Disclosure Statement (enclosed). Please enter the vehicle mileage and any additional applicable information and sign and date the form.
3. If the address for where the Certificate of Title should be sent is different from the mailing address we currently have on file, complete and include the Title Release Instructions form (enclosed).

Please send these items to the following mailing address:

If you are using a special shipping service such as overnight or express mail, please mail to:

For overnight mailing of the Certificate of Title, please contact our office to provide the name of the express delivery service you wish to use and the account number to which the fees will be billed.

Please note that we do not accept walk-in payments. If you have any questions, our associates are available to assist you at \_\_\_\_\_

Sincerely,

# FOR REFERENCE ONLY

BAY ATLANTIC FEDERAL CREDIT UN  
101 W ELMER RD  
VINELAND NJ 08360

**TRANSFER OF VEHICLE OWNERSHIP AND REGISTRATION**

Re: Lease Number:

Dear :

We have received and processed your payoff of a .

We are enclosing the following:

- Bill of Sale and Odometer Disclosure Statement
- Certificate of Title, reflecting the transfer of ownership

Important Information:

**You must submit these documents to your local motor vehicle or revenue office in order to transfer the vehicle's ownership and registration to your name, as required by law. For your reference our Tax ID number is also located on the botom of your Bill of Sale and Odometer Disclosure.**

**New Jersey Tax Permit ID#:**

This transaction may be subject to sales tax and other fees if they were not included in the payoff amount. It is advisable to retain copies of both the Bill of Sale and the Certificate of Title should you need to refer back to this transaction in the future.

If you have any questions, please contact us at (800) 543-5636. Thank you for choosing us. We have enjoyed serving you and look forward to assisting you with future financing needs.

Regards,

Enclosures

## BILL OF SALE and ODOMETER DISCLOSURE STATEMENT

IN CONSIDERATION OF THE SUM OF \_\_\_\_\_ plus \_\_\_\_\_ of New Jersey state sales tax New Jersey  
 Tax Permit ID#:: \_\_\_\_\_, FOR A TOTAL AMOUNT OF \_\_\_\_\_ PAID TO  
 BY \_\_\_\_\_ (BUYER). THE RECEIPT OF WHICH IS ACKNOWLEDGED,

(SELLER) DOES HEREBY GRANT, TRANSFER, SELL, AND ASSIGN TO BUYER, THE FOLLOWING DESCRIBED VEHICLE. THE VEHICLE IS BEING TRANSFERRED ON AN "AS IS" BASIS, WITHOUT ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND WHATSOEVER BY SELLER. WITHOUT LIMITING THE FOREGOING, BUYER ACKNOWLEDGES THAT SELLER EXPRESSLY DISCLAIMS ANY IMPLIED OR EXPRESS WARRANTY OF MERCHANTABILITY AND ANY IMPLIED OR EXPRESS WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

FEDERAL LAW (AND STATE LAW, IF APPLICABLE) REQUIRES THE DISCLOSURE OF MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

STATES THAT THE ODOMETER NOW READS \_\_\_\_\_ (NO TENTHS) MILES AND I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE:(*check one*)

- (1) THE ODOMETER READING REFLECTS THE ACTUAL MILEAGE OF THE VEHICLE DESCRIBED BELOW.
- (2) THE ODOMETER READING REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS.
- (3) THE ODOMETER READING IS NOT THE ACTUAL MILEAGE WARNING - ODOMETER DISCREPANCY.

YEAR	MAKE	MODEL	BODY	VEHICLE IDENTIFICATION NO.

BUYER INFORMATION	
Buyer's Name	
Co-Buyer's Name	
Address	
City, State Zip	
Buyer's Signature	Date

SELLER INFORMATION	
Seller's Name	
Address	
Seller's Signature	Date
By: _____	

REFERENCE ONLY