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# Dealer and Customer Instructions for Titling equipment

## To our Customers and Dealerships:

Our goal is to assist you in getting the Title and Tags (Registration) completed before the 30 day expiration date of your temporary tags. In order for this to be done, so as not to experience down time, we suggest taking the following steps.

### Dealership steps

- If Customer is doing the titling, reference **'Customer steps for Titling equipment'** which details the Customer's steps for titling.
- If you, our Dealership, are handling the Title work, provide DLL a copy of the front and back of the MSO on "new" equipment or a copy of the title on "used" equipment prior to DLL's funding the transaction.
- Registered Owner and Lienholder in the first available "Assignment" section on the back of the MSO or title must appear as follows:

#### Registered Owner:

Customer Name  
Customer Address  
City, State, Zip

#### Lienholder:

De Lage Landen Financial Services, Inc.  
1111 Old Eagle School Road  
Wayne, PA. 19087

- Within 10 days of funding, provide DLL a copy of the receipt from the applicable Department of Motor Vehicles ("DMV") as evidence of the submission of the Title & Registration application. If title is to be Electronic, provide DLL a copy of the receipt showing the electronic submission.

## If you, our Dealership, are not handling the Title work and the customer is:

- Provide our Customer with the original MSO on new equipment or the Title on used equipment not later than 10 business days from your receipt of funding.

### Customer steps for Titling equipment

#### If you, our Customer, are handling the Title work:

- Receive the original MSO on new equipment or a Title on used equipment from the Dealership.
- Once you have received the MSO on new equipment or Title on used equipment, take this to the Department of Motor Vehicles (DMV) as soon as possible, but no later than 10 days after receipt in order to avoid expiration of your temporary tags, where applicable.
- Be certain to follow your state's DMV guidelines, e.g. Proof of Insurance, Copy of Loan and Security Agreement, Title Application properly filled out, etc.
- If you are completing the Title application, use the information on the back of the MSO you received from the Dealership as a guide. If you are unclear about how to complete the application, contact your Dealership, or the parties named below.
- Please be aware if your state is Electronic Lien Title (ELT) you will need our ELT number to avoid any delays. Contact your dealership for the ELT number, if necessary.

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## Should you have any questions or concerns, contact the Title Department.

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4/19