**KCOVRS DOCUMENT CHECKLIST**

**1. TRANSFERRING FEES TO A NEWLY PURCHASED VEHICLE**

|  |
| --- |
|[ ]  Bill of Sale—For Vehicle you are transferring fees from  |
|[ ]  Proof of Ownership--- Title, Out-of-State Title, MSO  |
|[ ]  Bill of Sale—Required if Purchase Date and Price are not on title  |
|[ ]  Signed Title Application—if title work is being done  |
|[ ]  Schedule C  |
|[ ]  Proof of Insurance  |
|[ ]  HVUT-2290 Form—If vehicle over 54,000lbs |
|[ ]  Lease Agreement  |
|[ ]  Lease Purchase Agreement  |
|[ ]  VIN Inspection  |
| [ ]   | Lien Release  |
|[ ]  Prior Registration  |
|[ ]  Signed Invoice—Once transaction is complete a signed invoice must be returned  |