

Dealer License Number:  
Dealership Name & Address:

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of this form: \_\_\_\_\_

Customer Signature

## DEALER CONVEYANCE / DEALER PROCESSING FEE

1. AMOUNT OF DEALER CONVEYANCE/PROCESSING FEE: \$ \_\_\_\_\_

**THIS FEE IS NEGOTIABLE.**

2. THE "DEALER CONVEYANCE FEE" OR "DEALER PROCESSING FEE" MEANS A FEE CHARGED BY A DEALER TO RECOVER REASONABLE COSTS FOR PROCESSING ALL DOCUMENTATION AND PERFORMING SERVICES RELATED TO THE CLOSING OF A SALE INCLUDING, BUT NOT LIMITED TO, THE REGISTRATION AND TRANSFER OF OWNERSHIP OF THE MOTOR VEHICLE WHICH IS THE SUBJECT OF THE SALE.

3. SERVICES PERFORMED BY THIS DEALERSHIP FOR SUCH FEE (Mark As Appropriate):

- Processing and submission of credit applications to finance companies.
- Preparation of finance or lease documents.
- Preparation and submission of vehicle registrations both manually and electronically with the Connecticut Department of Motor Vehicles.
- Filing and releasing security liens on purchased and traded vehicles as contractually required by lending institutions.
- Processing applications for new or duplicate title documents with the Connecticut Department of Motor Vehicles.
- Processing the pay-off of an existing lien of any vehicle offered in trade.
- Other (describe): \_\_\_\_\_

4. THIS FEE IS NOT PAYABLE TO THE STATE OF CONNECTICUT.

5. WHEN THE BUYER ELECTS, WHERE APPROPRIATE, TO SUBMIT THE DOCUMENTATION FOR REGISTRATION AND TRANSFER OF OWNERSHIP TO THE COMMISSIONER OF MOTOR VEHICLES, THE DEALER CONVEYANCE/ PROCESSING FEE

SHALL BE REDUCED BY: \$ \_\_\_\_\_

**NOTE: IF A LIENHOLDER OF RECORD EXISTS, THE DEALER MUST SUBMIT THE DOCUMENTATION TO THE DEPARTMENT OF MOTOR VEHICLES.**

**A COPY OF THIS FORM MUST BE PROVIDED TO THE BUYER.**