

# Title Instructions for Updating a Lienholder Private Party Transaction

To update the lienholder to DFCU Financial:

- You must obtain the original title from the Seller.
- The Seller must complete and sign the 'Completed by Seller' section on the front of the title (1).
- The Buyer must complete and sign the 'Completed by Buyer' section on the front of the title (2). Only borrowers who signed the loan contract can be a buyer on the title.

Title Assignment by Seller				
<small>State and federal laws require the seller(s) to indicate mileage when ownership is transferred. Failure to complete or providing false information may result in civil liability, fines and/or imprisonment. ANY ALTERATION, ERASURE, FALSE STATEMENT, FORGERY OR FRAUD VOIDS THIS TITLE AND IS A CRIME.</small>				
1 Completed by Seller	I warrant that the ownership of the vehicle described on Certificate of Title has been transferred to the following purchaser(s) and is free of all previous liens.		Date of Sale	Selling Price
	Purchaser's Name		City	State
	Purchaser's Street Address		City	State
	I (we) certify that the odometer reading is: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input checked="" type="checkbox"/> and that to the best of my knowledge the odometer mileage is:		City	
	<input type="checkbox"/> actual mileage <input type="checkbox"/> not actual mileage - WARNING ODOMETER DISCREPANCY <input type="checkbox"/> exceeds mechanical limits of odometer (odometer has rolled over)		City	
2 Completed by Buyer	Signature of Seller(s)		Printed Name of Seller(s)	
	Seller's Street Address		City	
	State		Zip	
	A \$10.00 Late Fee is due for Failure to Apply for Title Within 15 Calendar Days of Date of Assignment			
	Signature of Purchaser(s)		Printed Name of Purchaser(s)	
NEW LIENHOLDER INFORMATION: The information below must be on an application for title and presented to the Michigan Department of State.				
Secured Party:		Address:		

- **The Buyer must complete the new lienholder information located in the Buyer section.**  
**Lienholder name and address to be added:**  
DFCU FINANCIAL LIEN ID #LH089892  
400 TOWN CENTER DRIVE  
DEARBORN, MI 48126

- If an existing first secure party (lienholder) shows on the title, the lienholder must sign off the title or a Termination Statement from the lienholder must accompany the title.

After you have completed the instructions above, take all the documents to your local Secretary of State office. If you receive the new title in the mail, please fax or email us a copy.

If you have any questions, please feel free to contact us.

**email:** [titleservices@dfcufinancial.com](mailto:titleservices@dfcufinancial.com)

**phone:** 313.216.3449

**fax:** 313.322.8435