



## LEASE BUYOUT PACKET

### PACKET INSTRUCTIONS

- A. Complete Lease Purchase Titling Instructions
- B. Complete Lease Buyout Agreement, IF you are purchasing someone else's leased vehicle
- C. Complete Authorization for Disclosure and Receipt of Pay off
- D. All necessary titling documents as described below

### VEHICLE TITLING INSTRUCTIONS

#### A. Required if Vehicle is to be Titled in Ohio

- 1. Power of Attorney (signed by the seller/lessee 2 copies)
- 2. Federal Odometer statement (signed by the Buyer)
- 3. Lease Odometer statement (signed by the lessee)
- 4. Name of the County where vehicle is to be titled
- 5. Sales tax (included in payoff amount) verify this
- 6. Title fee (\$5.00 included in payoff amount)
- 7. Out of State inspection (only required if vehicle is presently registered outside of OHIO and will be titled OHIO)

#### B. Required if Vehicle is to be Titled in Any Other State, NOT Including Ohio

- 1. Lease Odometer Statement (signed by the lessee)
- 2. Copy of Sales Tax Check (made payable to the Clerk of Courts)

#### C. Required if Lease Payoff is to be Completed by a Dealer (Any State)

- 1. Lease Odometer Statement (signed by the lessee)

To place a lien on the title and obtain a memo copy an additional title fee of \$15.00 is needed to complete your title work.

Return this completed packet to your branch. To expedite your loan, fax numbers are provided below, **however the original notarized documents must be returned to your branch.** If you have any questions, or if we can be of assistance to you in this process, please do not hesitate to contact a Member Service Representative at 1-800-63-HONDA.

#### Branch Fax Numbers

Alabama 205-355-5020  
Marysville 937-642-5184  
Russells Point 937-843-4624

Anna 937-498-5618  
Torrance 310-781-6616  
Marysville Community 937-642-0064

East Liberty 937-644-6768  
Timmons ville 843-346-6100



LEASE PURCHASE TITLING INSTRUCTIONS

Lessee's Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(Person or persons who originally leased vehicle)

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Extension \_\_\_\_\_

Vehicle Description: \_\_\_\_\_ Year \_\_\_\_\_

VIN Number \_\_\_\_\_ Mileage \_\_\_\_\_

LEASING COMPANY INFORMATION:

Name of Leasing Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Lease Acct # \_\_\_\_\_

Payoff Balance \_\_\_\_\_ Good Through \_\_\_\_\_  
(Date)

The NEW REGISTERED owner:

Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(This is the name that will be placed on the title.)

Address: \_\_\_\_\_

County: \_\_\_\_\_ Ph. # \_\_\_\_\_ Ext. \_\_\_\_\_

DATE \_\_\_\_\_

Lessee's Signature

PLEASE MAIL TITLE TO THE FOLLOWING BRANCH LOCATION

**Alabama Office**  
1800 Honda Drive  
Lincoln, AL 35096  
Fax: 205-355-5820

**Anna Office**  
12500 Meranda Road  
Anna, OH 45302  
Fax: 937-498-5618

**East Liberty Office**  
11000 State Route 347  
East Liberty, OH 43319  
Fax: 937-644-6768

**Marysville Office**  
19775 State Route 739  
Marysville, OH 43040  
Fax: 937-642-5184

**Torrance Office**  
1919 Torrance Blvd  
PO Box 2290  
Torrance, CA 90509  
Fax: 310-781-6615

**Russells Point Office**  
6964 State Route 235 N  
Russells Point, OH 43348  
Fax: 937-843-4624

**Timmonsville Office**  
1111 Honda Way  
Timmonsville, SC 29161  
Fax: 843-346-6100

**Marysville Community Office**  
17655 Echo Drive  
Marysville, OH 43040  
Fax: 937-642-0064



**LEASE BUYOUT AGREEMENT**

(Third Party Only)

I, \_\_\_\_\_ have agreed to purchase from

Buyer

\_\_\_\_\_ the following vehicle

Lessee

\_\_\_\_\_ which has been leased from

\_\_\_\_\_ .

Leasing institution

I agree that I will pay the tax on the selling price of this vehicle.

\_\_\_\_\_  
Buyer Signature Social Security Number

Sworn before me by \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary

As lessee of this vehicle I sign this agreement in acknowledgment of the foregoing statement.

\_\_\_\_\_  
Lessee Signature (seller/ person who is on current lease) Social Security Number

Sworn before me by \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary



1-800-63Honda

Authorization For Disclosure and Receipt Of Pay Off

Date:

Attention (Lien holder):

The undersigned hereby authorizes you to provide the pay off good for ten (10) business days on the described vehicle either verbally or in writing to Honda Federal Credit Union (HFCU).

Debtor:

Loan Number:

Year/Make/Model:

Vehicle Identification Number:

The undersigned further authorizes and directs you to accept from HFCU, the pay off due on the above described loan account and to surrender the properly endorsed Certificate of Ownership.

I hereby authorize and direct that the above requests be complied with.

Signed \_\_\_\_\_  
Lessee(s)

**Alabama Office**  
1800 Honda Drive  
Lincoln, AL 35096  
Fax: 205-355-5820

**Anna Office**  
12500 Meranda Road  
Anna, OH 45302  
Fax: 937-498-5618

**East Liberty Office**  
11000 State Route 347  
East Liberty, OH 43319  
Fax: 937-644-6768

**Marysville Office**  
19775 State Route 739  
Marysville, OH 43040  
Fax: 937-642-5184

**Torrance Office**  
1919 Torrance Blvd  
PO Box 2290  
Torrance, CA 90509  
Fax: 310-781-6615

**Russells Point Office**  
6964 State Route 235 N  
Russells Point, OH 43348  
Fax: 937-843-4624

**Timmonsville Office**  
1111 Honda Way  
Timmonsville, SC 29161  
Fax: 843-346-6100

**Marysville Community Office**  
17655 Echo Drive  
Marysville, OH 43040  
Fax: 937-642-0064

**Honda Federal Credit Union**  
**Power of Attorney from Customer**  
Certificate of Title

Know All Men By These Presents

That I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

of \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ Ohio, do hereby make, constitute and appoint

HONDA FEDERAL CREDIT UNION my true and lawful attorney for me and in my stead and behalf to do the following with the same force and effect as if same had been done by me.

For and on my behalf to make application for a certificate-of-title for a \_\_\_\_\_  
Assignment  
Year Make Model

Serial No. \_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Seller/Lessee

Sworn before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Honda Federal Credit Union Copy

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**Power of Attorney from Customer**  
Certificate of Title

Know All Men By These Presents

That I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

of \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ Ohio, do hereby make, constitute and appoint

HONDA FEDERAL CREDIT UNION my true and lawful attorney for me and in my stead and behalf to do the following with the same force and effect as if same had been done by me.

For and on my behalf to make application for a certificate-of-title for a \_\_\_\_\_  
Assignment  
Year Make Model

Serial No. \_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Seller/Lessee

Sworn before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Clerk of Courts Copy

## Honda Federal Credit Union Federal Odometer Disclosure Statement

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_, state that the odometer  
Transferor's Name Print (Leasing Company)

(of the vehicle described below) now reads \_\_\_\_\_ (no tenth) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- I hereby certify that the odometer reading is NOT the actual mileage.  
**WARNING – ODOMETER DISCREPANCY.**

Make	Body Type	Model
Vehicle ID Number		
Year		

Lessor's Printed Name ( <b>Leasing Company</b> )		
Lessee Street Address		
City	State	Zip Code
Date of Statement	<b>Signature</b> (Seller/lessee)	
Printed Name of Person Signing		

Printed Name ( <b>Person Buying Out Lease</b> )		
Street Address		
City	State	Zip Code
<b>Signature</b> (Buyer)	Date	
Printed Name of Person Signing	Date	

## Honda Federal Credit Union Federal Odometer Disclosure Statement Lease Vehicle

Federal law and Ohio law requires that the lessee disclose the mileage to the lessor in connection with the transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment. Complete disclosure form below and return to lessor.

I, \_\_\_\_\_ (name of person making disclosure)  
Print (Lessee)

state that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- I hereby certify that the odometer reading is NOT the actual mileage.

Make	Body Type	Model
Vehicle ID Number		
Year		

Lessee's Name (Person currently leasing vehicle)		
Lessee's Street Address		
City	State	Zip Code
Lessee's Signature	Date of Statement	

Lessor's Name (Name of Leasing Company)		
Street Address		
City	State	Zip Code
Date Disclosure Form Sent to Lessee		
Date Completed Disclosure Form Received from Lessee		
Lessor's Signature		