



CAR DONATION CHECKLIST

Before donating the car:

- Locate your [vehicle title](#). Seller must sign and print their name on the back of the title at 'Signature of Seller' and 'Printed Name of Seller'. Co-seller must sign and print their name at 'Signature of Co-Seller' and 'Printed Name of Co-Seller'. If unsure, please call us at 240.724.1919
- Locate your [lien release](#) or pay-off letter from lending agency, even if it is paid off years ago. If bank name is on the front of the title, regulations require Second Chances Garage to have the lien release in addition to the title. If the title is clear, you do not need to provide a lien release.
- Provide service history. This greatly helps our technicians.

When donating the car:

- Gather up all keys.
- Check for EZ pass, garage door openers, remove CDs and DVDs.
- Bring or place the vehicle title in the car.
- Bring or place your [lien release](#) in the car (if applicable).
- Bring or place list of repairs needed in the car.
- Remove the license plates. If dropping off in person, we'll remove them for you.

Once the car is donated:

- Turn in the license plate to the DMV.
- Cancel any insurance, 24 hrs. after returning license plate.
- Save your valuation letter for tax purposes.
- Provide your tax professional with your 1098-C during tax time (if applicable).

Additional information:

If the owner of the car has passed away, you can still donate it! All we need is an official copy of the Letter of Administration. The person designated by the Letter of Administration has authority to sign the car's title.