

The form for a sale whose certificate is sitting inside the state itself. When a title is held in the Office of Motor Vehicle's Suspense File - surrendered, undeliverable, or parked mid-process - neither party can endorse an assignment nobody is holding, so this sheet has each of them authorise the Suspense File Unit to do it for them: the seller authorises the unit to assign certificate of title number such-and-such to the transferee below and disclose the mileage of said vehicle exactly as I have stated in my disclosure below, and the buyer authorises the unit to sign certificate of title number such-and-such where my signature is required. A bill of sale and the odometer sentence complete the page, so one sheet carries the whole transfer.

This sheet is not the form. Download the blank MV 100-03 from the Arkansas Department of Finance and Administration, Office of Motor Vehicle at <https://www.dfa.arkansas.gov/wp-content/uploads/TitleAssignmentMileageDisclosureBillOfSale.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Establish that the title really is in suspense	A call to the Office of Motor Vehicle before anything is written - this form only works when the certificate is in the Suspense File Unit's hands. Watch out: Ask for the certificate of title number while you have them: both authorisations require it, and the unit can read it off the very record you are asking about.
2	YOU	The vehicle band	VIN, year, make, model and body across the top. Watch out: Copy the VIN from your registration or insurance card if the title is beyond reach - that is precisely the situation this form exists for.
3	YOU	Your authorisation	Your printed name and the title number inside the seller's sentence: the unit may assign the certificate to the transferee below and disclose the mileage exactly as you state in section C. Watch out: Exactly as I have stated is load-bearing. Settle the true reading before writing anything, because the unit will transcribe your figure onto the certificate verbatim.
4	BUYER	The buyer's authorisation	The buyer's printed name and the same title number, authorising the unit to sign where their signature is required. Watch out: Read the buyer their own sentence: their authorisation is conditional on the disclosure matching section C, which is why neither of you amends anything after signing.
5	YOU	Bill of sale and the odometer sentence	Full sales price (trade-in lines empty in a private sale), then the reading in whole miles with both certification boxes left alone unless one is true. Watch out: The same three-document discipline as every Arkansas sale: this price and this reading must match whatever else the transaction papers say.
6	YOU	Both closing blocks, then to the unit	Signature, printed name and address for seller and for buyer, and the sheet goes to the Office of Motor Vehicle for the Suspense File Unit to act on. Watch out: Send it the way the unit told you to when you called - and keep copies, because this sheet is simultaneously your assignment, your bill of sale and your odometer statement.

What gets this one rejected

- Using it when you are holding the certificate. This sheet exists for a title in the Suspense File; a title in your drawer is assigned on its own back, and the unit has nothing to sign for you.
- No title number. Both authorisations turn on certificate of title number - the record the unit must find. If you do not know it, that is the first phone call, not a blank to skip.
- The disclosure and the authorisation disagreeing. The buyer's authorisation only operates if the disclosure on the certificate would be exactly as the disclosure completed below - a changed reading voids the arrangement's whole logic.
- One party's half completed. The unit is being authorised to act for both signatures; a sheet the buyer never touched authorises half an assignment.
- Trade-in arithmetic in a private sale. As on the 10-313, Less Trade-In is dealer machinery, and the net simply equals the price between two people.

STATE OF ARKANSAS AUTHORIZATION FOR TITLE ASSIGNMENT AND MILEAGE DISCLOSURE AND BILL OF SALE OF A MOTOR VEHICLE

VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR	MAKE	MODEL	BODY
3FA6P0H79GR305214	2016	Ford	Fusion	Sedan

A. AUTHORIZATION

TO BE COMPLETED BY TRANSFEROR / SELLER

I Odessa L. Fairbrook authorize the Arkansas Office of Motor Vehicle, Suspense File Unit to assign certificate of title number 21873304 (seller's printed name), reflecting the above described vehicle, to the transferee below and disclose the mileage of said vehicle exactly as I have stated in my disclosure below.

TO BE COMPLETED BY TRANSFEREE / BUYER

I Terrell J. Duvane authorize the Arkansas Office of Motor Vehicle, Suspense File Unit to sign certificate of title number 21873304 (buyer's printed name) where my signature is required, and sign the mileage disclosure on said certificate of title if the disclosure is exactly as the disclosure completed below.

B. BILL OF SALE

FULL SALES PRICE OF VEHICLE PURCHASED.....\$ 8,750.00

LESS TRADE-IN (IF ANY).....(\$)

NET TAXABLE TRADE DIFFERENCE.....\$ 8,750.00

DESCRIPTION OF TRADE-IN:	YEAR	MAKE	MODEL	BODY STYLE	VEHICLE IDENTIFICATION NUMBER

C. ODOMETER DISCLOSURE STATEMENT (seller states odometer reading)

I state that the odometer now reads 84,317 miles and to the best of my knowledge that it reflects the actual mileage UNLESS (no tenths) one of the following statements is checked:

☐ (1) I certify that to the best of my knowledge that the odometer reading reflects the mileage IN EXCESS OF ITS MECHANICAL LIMITS.

☐ (2) I certify that the odometer reading is not actual mileage. WARNING - ODOMETER DISCREPANCY.

Odessa L. Fairbrook
seller's signature

Terrell J. Duvane
buyer's signature

Odessa L. Fairbrook
seller's printed name

Terrell J. Duvane
buyer's printed name

2114 Prospect Ave
seller's address

809 Sawmill Rd
buyer's address

Jonesboro, AR 72401
seller's city, state, zip

Benton, AR 72015
buyer's city, state, zip