

How to fill out a Tennessee title

This sheet is not the title. It is the checklist to keep beside one. ANY ALTERATION OR ERASURE VOIDS THIS TITLE - printed down the left edge of the reverse, and meant literally. The guide lists what the front of the certificate must carry and what the back is used for, item by item. Every block name below is transcribed from it or from the Department's own Certificate of Title Extension Form, which prints the identical reassignment block in legible type.

Who has to sign

Every owner the front requires	AND between two names means both signatures. OR, or the older AND/OR, means one is enough. The conjunction printed on the front is the whole of the test.
Nobody else, unless there is a power of attorney	RV-F1311401 lets an attorney-in-fact sign for an owner on a named vehicle. It is the general form; a dealership taking the car in trade needs the secure version instead, which the Department does not publish for download.
The buyer, once	Under the printed line acknowledging the odometer certification the seller has just made. That signature is federal, not Tennessee's, and it is why both parties are usually at the clerk's window together.
No notary, at any point	There is no acknowledgement block on the document. If somebody tells you a Tennessee title needs notarising they are describing a bill of sale, which does.
Not an executor, on a decedent's line	A dead owner's car moves on an Affidavit of Inheritance or on letters from the court, never on a signature in the decedent's name.
Not a dealer, in the first block	The three re-assignment blocks under yours carry a dealer number line. A private person filling one of them in has used the wrong block.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Before the pen: get the spelling	The buyer's full legal name and complete address, read off their identification rather than off a text message. Watch out: This is the block corrections happen in, and a correction here is not a correction. White-out or an erasure voids the certificate, and the fix is a duplicate title bought by you, with the ruined one enclosed.
2	YOU	The undersigned hereby certifies that the vehicle described in this title has been transferred to	The buyer's name and address, printed into the first block on the back - assignment of title by registered owner. Watch out: Never leave it empty. An open title is one where only the seller has signed and the buyer's section is blank, and Tennessee makes it a Class C misdemeanour both for the transferor who delivers it and for anyone found in possession of it.
3	YOU	With warranty to be free of all encumbrances except as follows	A printed promise with a lien in favor of line under it. If nothing is owed, nothing goes on the line and you are warranting the car carries no lien. Watch out: Look at the front before you sign under this. The first lien released by block is on the front of the certificate and the lender fills it in - if it is blank, the release never reached the Department whatever the payoff letter says.
4	YOU	The odometer certification	The reading in whole miles in the box marked no tenths, and then two checkboxes you leave alone unless one is true: in excess of the mechanical limits of the odometer, or not the actual mileage. Watch out: Ticking the second box writes WARNING - ODOMETER DISCREPANCY onto the buyer's certificate and every certificate after it. It also obliges an Odometer Discrepancy Statement, without which the clerk holds the transaction.
5	YOU	Signature and address of seller(s), printed name	Signed in ink in the name printed on the front of the certificate, with your address and your name printed underneath it. Watch out: Check the conjunction on the front first. AND between two owners means both of you sign; OR means one signature moves the car. And no photograph of a signature will do - electronic signatures on titles are not accepted.
6	YOU	Date of sale and sales price	The day the keys actually changed hands, and the money that changed hands with them. Watch out: The price is what the county clerk taxes the buyer on. Writing a low number to help them is a false statement on a document you signed, and a price under three quarters of book needs an Affidavit of Non-dealer Transfers explaining itself.
7	BUYER	The buyer signs under your mileage	Signature of buyer(s) and printed name, under the printed line saying they are aware of the odometer certification the seller has made. Watch out: It is a federal requirement rather than a Tennessee flourish, and it is the reason the two of you generally end up at the county clerk's window at the same time.
8	BUYER	Lienholder to be recorded and shown on new title	The buyer's own lender, if they are financing the car. Name and address, on the line marked 1st lien in favor of. Watch out: Not your lender and not your business - but worth knowing, because it decides where the new certificate is posted. Where a lien is noted, the title goes to the lienholder rather than to the buyer.

#	WHO	BOX	WHAT GOES IN IT
9	BUYER	The tax lines get filled in at the counter	Make, VIN and value of trade-in, state sales tax and local option tax. Arithmetic the county clerk does when the application is presented. Watch out: Seven per cent of the price to the state, up to 2.75 per cent locally on the first \$1,600, and 2.75 per cent more on the next \$1,600. Which is why the price you wrote in block 6 is not a private matter between the two of you.
10	DEALER	The three blocks below yours are not yours	First, second and third re-assignment by licensed dealer, each with a dealer number and licensing jurisdiction line. Watch out: A private person who fills one of these in has used the wrong block on the right document. When all of them are used up a dealer continues on the Certificate of Title Extension Form, which the Department says is not to be used by individuals or non-licensed dealers and does not publish for download.
11	BUYER	The buyer takes it to their own county clerk	Not yours, not where the car was, not where it was last registered - the clerk for the county the buyer lives in. Watch out: There is no number of days. The rule is that they must title and register it before operating the vehicle upon a public road or highway, so a buyer who plans to drive it home has a thirty-day temporary operation permit to buy first, at \$10.
12	YOU	And the plate comes off	Nothing to do with the certificate, and everything to do with your record. The plate is registered to you, the sale expires the registration, and the plate transfers to your next vehicle for a dollar. Watch out: If it went with the car anyway, email a Vehicle License Plates Cancellation to the Department. Vehicle sold or traded in with license plate attached is the first reason printed on it, which tells you how often this happens.

Before you put a pen anywhere near it

- **No white-out, no eraser, no second attempt** — Using white out or making an erasure on a certificate of title when transferring ownership automatically voids the certificate, in the Department's own words. Not the line - the certificate.
- **A misspelling is the only thing you may strike through** — One line through the wrong words, the right ones written beside them, and a notarised statement from the person who made the error goes in with the buyer's application.
- **Ink, and the same pen for the whole block** — The assignment is a single certification about price, mileage and a named buyer. Half of it in one hand and half in another invites the question of when the other half was written.
- **Fill in the buyer before you hand it over** — The name goes on at the kerb, not later, not by the buyer. A certificate delivered with the transferee blank is the open title, and it is a misdemeanour twice over.
- **Whole miles** — The odometer box is labelled no tenths. Round down and write digits, not a phrase, and never write exempt in a box that has no exempt option.
- **Check the front before you sign the back** — The first lien released by block and the REMARKS box are both on the front, and both of them can stop the sale after the money has changed hands.

TENNESSEE CERTIFICATE OF TITLE

the front — printed by the Department, and none of it yours

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE DOCUMENT. BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.

VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE / MODEL	BODY TYPE
1 TITLE NUMBER CO (COUNTY NUMBER) The county number is the clerk who took the application, not where the car lives now.		NEW USED DEMO PREVIOUS TITLE NO PREV STATE	
2 DATE TITLE ISSUED DATE VEHICLE ACQUIRED Two different dates, and the second is the one that matches your own purchase. Neither is the date of your sale.		3 SALES OR USE TAX ODOMETER The reading carried forward from the last assignment, with the tax the last buyer paid beside it. You never write in this row.	
4 NAME AND ADDRESS OF OWNER(S) Up to two names, joined by AND or by OR. Which conjunction is printed decides how many signatures the back needs — see block 8.		5 REMARKS / BRANDS Where a brand is printed: REBUILT VEHICLE, FLOOD, ACTUAL MILEAGE, DUPLICATE, REPLICA. A brand here follows the car for good and has to be carried on to the buyer's new title.	

SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER TENNESSEE CODE ANNOTATED, 55-3-101, TITLE TO THE MOTOR VEHICLE DESCRIBED ABOVE IS VESTED IN THE OWNER'S NAME HEREIN. THIS OFFICIAL CERTIFICATION OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE.

6 FIRST LIEN RELEASED BY SIGNATURE _____ RELEASE DATE _____ DATE OF FIRST SECURITY INTEREST _____ FIRST LIENHOLDER CODE _____ NAME AND ADDRESS OF LIENHOLDER _____ On the front, not the back, and it is the lender who signs it. Check it before you advertise the car: if the release block is empty the lien is still on the record, and under Tenn. Code Ann. 55-3-127 a lienholder who fails to report a discharge within seventy-two hours commits a Class C misdemeanor — which does not help you if the buyer is standing there.

THE ORIGINAL DOCUMENT HAS A WHITE REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO SEE THE MARK.

CONTENTS PER THE DEPARTMENT'S COUNTY CLERK GUIDE, "TITLE (CERTIFICATE OF TITLE)"

THE BACK OF THE SAME SHEET

one owner's assignment, then three dealer re-assignments under it

ANY ALTERATION OR ERASURE VOIDS THIS TITLE

Printed down the left edge of the reverse. White-out or an erasure voids the certificate outright and the registered owner has to buy a duplicate before anything can be sold. A misspelling is the one exception: a line through it, the correction beside it, and a notarised statement from whoever made the error.

FEDERAL and STATE LAW requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF TITLE BY REGISTERED OWNER — THE ONLY BLOCK A PRIVATE SELLER TOUCHES

7 THE UNDERSIGNED HEREBY CERTIFIES THAT THE VEHICLE DESCRIBED IN THIS TITLE HAS BEEN TRANSFERRED TO: (PRINT NAME AND ADDRESS) The buyer's full legal name and address, printed. Leaving it blank is the open title Tennessee makes a Class C misdemeanor — for the seller who hands it over and for the person found holding it.	YOU
8 WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS: LIEN IN FAVOR OF _____ A promise, not a question. Write the lender in if one is still owed; leave it empty and you are warranting the car carries nothing.	YOU
9 HOW MANY OWNERS SIGN Decided by the conjunction on the front. AND: every owner named has to sign. OR, or the older AND/OR: one signature transfers the title. That is the Department's rule for its own titles, in its guide for county clerks.	
10 I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE ODOMETER READING IS THE ACTUAL MILEAGE OF THE VEHICLE UNLESS ONE OF THE FOLLOWING STATEMENTS IS CHECKED: ODOMETER READING (NO TENTHS) □ 1. I HEREBY CERTIFY THAT THE MILEAGE STATED IS IN EXCESS OF THE MECHANICAL LIMITS OF THE ODOMETER. □ 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. WARNING-ODOMETER DISCREPANCY Whole miles, no tenths, and the sentence certifies the reading as actual unless you tick one of the two. There is no third box and no exempt box: a 2010 or older car simply has nothing to disclose, and a 2011 or newer one has to be disclosed until 2031 at the earliest.	YOU
11 SIGNATURE AND ADDRESS OF SELLER(S) PRINTED NAME Signed in ink, in the name printed on the front. No notary block exists on a Tennessee title, and electronic signatures are not accepted on one. X _____	YOU
12 DATE OF SALE SALES PRICE The date the car actually changed hands, and the price the county clerk will tax the buyer on. Tennessee taxes the buyer at seven per cent of it plus the local option and single-article tax, so the figure is not a private arrangement between the two of you.	YOU
13 SIGNATURE OF BUYER(S) PRINTED NAME Under the printed line "I am aware of the above odometer certification made by the seller." Theirs to sign, and the reason both of you are usually at the clerk's counter together.	
MAKE, VIN, VALUE OF TRADE-IN STATE SALES TAX LOCAL OPTION TAX Tax arithmetic, filled in at the counter. A private seller taking no trade-in leaves the first of these empty.	
14 LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE 1ST LIEN IN FAVOR OF _____ NAME & ADDRESS _____ The buyer's lender, not yours. If the buyer is paying cash this stays empty; if they are financing it, their lender goes here and the new certificate is posted to the lender instead of to them.	
15 FIRST, SECOND AND THIRD RE-ASSIGNMENT BY LICENSED DEALER DEALER NUMBER _____ LICENSING JURISDICTION _____ Three more blocks in the same shape, each with a dealer number line that a private person cannot fill. They are for a dealer passing the car on without titling it. When all of them are used the next seller continues on the Certificate of Title Extension Form — which the Department says in the same breath is not to be used by individuals or non-licensed dealers, and cannot be downloaded at all.	

☐ You write it, in pen
 ☐ Not yours to fill
 ☒ The certificate's own blocks, front then back

Front contents transcribed from the Tennessee Department of Revenue's county clerk reference guide, "Title (Certificate of Title)" : the printed certifications on the back transcribed from the Department's Certificate of Title Extension Form, which carries the identical reassignment block - signature rules from the same guide's "Transfer of Ownership" : the Department publishes no clean specimen of the certificate, and the four pictures of one in its clerk guide are all real people's issued titles behind black bars : none of the real certificate's colour, proportion, multi-tone background or watermark is reproduced here



TENNESSEE DEPARTMENT OF REVENUE
Odometer Disclosure Statement

RV-F1317001 (Rev. 10-21)

PURPOSE: Federal and state law require both seller (transferor) and buyer (transferee) to accurately state the mileage of any used motor vehicle, with a manufacture year of 2011 or newer, in connection with the transfer of ownership whether sale, trade-in or exchange. Failure to complete or providing a false statement may result in fines and/or imprisonment.

INSTRUCTIONS: In Section A, the seller (transferor) prints their name on the line and checks one box that best applies. In Section B, the seller (transferor) and/or buyer (transferee) complete the required information, including the date of transaction.

SECTION A:

1 I, Loretta J. Bramblett
SELLER OR TRANSFEROR'S NAME (PLEASE PRINT)

Certify to the best of my knowledge that the odometer reading on the vehicle described below is one of the following statements (check one):

- 3 ☒ 1. Actual Mileage of the vehicle, no discrepancies 96240 ODOMETER READING (NO TENTHS) 2
- ☐ 2. In Excess of Mechanical Limits: I hereby certify that the mileage stated is in excess of the mechanical limits of the odometer (check only if digits on odometer are impossible to determine).
- ☐ 3. Not Actual Mileage - odometer reading is not the actual mileage. WARNING - Odometer Discrepancy form must be completed, or titling transaction will be delayed.

EXEMPTIONS, as defined by NHTSA (National Highway Traffic Safety Administration), "a transfer of any of the following motor vehicles need not disclose the vehicle's odometer mileage under the following circumstances:

- a) Gross Vehicle Weight Rating of more than 16,000 pounds
- b) Vehicle not self-propelled
- c) Vehicle is model year 2010 or older
- d) Vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications
- e) New vehicle prior to first transfer for purposes other than resale

SECTION B:

4 VIN: JTEBU5JR9G5318472 Year: 2016 Make: Toyota Model: 4Runner

Seller Address: 1418 Cruze Hollow Rd City: Maryville State: TN Zip: 37803

5 Seller Signature: Loretta J. Bramblett Date: 08/14/2026

Buyer Address: 907 Chickasaw Ave City: Jackson State: TN Zip: 38301

Buyer Name (Print): Terrence O. Vandergriff Buyer Signature: Terrence O. Vandergriff Date: 08/14/2026 6

Any alterations or corrections may void this form.