

Date: March 28, 2023

To: Funding Recipients Purchasing Vehicles via a Capital Award

From: Joshua Lombay – Non-Profit Reimbursement Program

Subject: DDC Lien Application Process

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Below are the following steps to apply a City of New York Department of Design and Construction (DDC) lien to a city-funded vehicle, purchased by a non-profit organization:

1. The non-profit organization receives a Certificate of Title from the NYS Department of Motor Vehicles (DMV). The certificate must not list any lienholders. The certificate date must be current, as per the Check Title or Lien Status search engine results on the DMV's website.
2. Upon receipt of the Certificate of Title, the non-profit organization completes the DMV Form MV-900 – Notice of Lien. All data in the Vehicle, Owner, and Lien Information sections must be typed in. The data entered in the first two sections mentioned above must match what is shown on the Certificate of Title. In the Lien Information Section, the following information is entered for the fields listed below:
  - a. Lien Filing Code: This code is provided by the DDC Project Manager
  - b. Lienholder's Name: NYC Dept. of Design & Construction
  - c. Street Address: 30-30 Thomson Ave.
  - d. City, State, & Zip Code: Long Island City, NY 11101
3. Once the MV-900 is filled out, the organization types in their name and title in the noted areas and signs and dates the form. The signature must be done in ink. E-signatures are not allowed. The organization checks off Yes for the issuance of a Certificate of Title, located at the bottom of the form. They are not to sign the Lienholder's signature block.
4. After completing the MV-900, the organization emails the DDC Project Manager a copy of the form, along with the Certificate of Title, so that it can be reviewed for accuracy. Once the project manager approves the form, the organization sends the original signed MV-900 and original issued Certificate of Title to the project manager via physical mail.
5. When the DDC Project Manager receives the completed MV-900 and Certificate of Title, they sign and date the form and prepare a vehicle lien recording request letter, which places DDC as the lienholder on the Certificate of Title. The letter also exempts DDC from paying the \$5 filing fee, as per the Lien Filing Code provided in the MV-900. The project manager mails out the MV-900, Certificate of Title, and lien recording request letter to the DMV. The DMV reviews the lien request package and upon acceptance, issues a new Certificate of Title to the organization, showing DDC as the sole lienholder on the vehicle. The organization emails a copy of the new title certificate to the project manager.

References

NYS DMV Form MV-900 - Notice of Lien: <https://dmv.ny.gov/forms/mv900.pdf>

NYS DMV Check Title or Lien Status:

[https://process.dmv.ny.gov/TitleStatus/?\\_ga=2.222548636.605564474.1579272272-2084567578.1569506237](https://process.dmv.ny.gov/TitleStatus/?_ga=2.222548636.605564474.1579272272-2084567578.1569506237)

Cc: David Varoli  
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