

LESLIE JONES BURKS
ASSESSOR AND COLLECTOR OF TAXES
POLK COUNTY
416 NORTH WASHINGTON
LIVINGSTON, TEXAS 77351

936.327.6801



April 9, 2021

RE: Incomplete Titles & Applications

Dear Valued Customer:

Once again, due to a recent audit by the Texas Department of Motor Vehicles Compliance & Investigations Division, we were notified of the following:

Titles and Applications: Dealers (not Deputy Clerks) are required to complete all pertinent information in order for the transaction to be completed. (EX: Dealer number, Purchaser/Dealer name & address, I.D. Number, I.D. type & Issuance of I.D., Weight (empty & carrying capacity when required), Odometer (indicate exempt when applicable), Lien Date when applicable, Date of sale & purchase, Signatures & Printed Names of all parties).

Effective immediately incomplete paperwork must be returned unprocessed. We appreciate your business and your cooperation regarding this matter.

Respectfully,

Leslie Jones Burks, Tax Collector

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Interoffice Policy for Dealer/Lender Title Transactions

- Limit 3 title transactions at preferred office. Additional transactions may **not** be submitted to sub offices or main office.
- In excess of 3, paperwork must be dropped off before 3:00 p.m., with a signed check, and will be available for pick up on the following business day after 3:00 p.m. Limit of 10 transactions per check.
- Cut off time for ALL transactions is 4:00 p.m.
 - Sub offices: 11:30 a.m. & 4:00 p.m.
- Only the most current forms will be accepted. Applications must be filled out completely with all pertinent information, along with all required documents in order for transactions to be completed. All incomplete paperwork will be returned to Dealer/Lender. A heavy volume of incomplete forms are being submitted. Some examples are listed below:
 - Driver license number and State of Issuance
 - Empty weight and carrying capacity (when needed)
 - Dealer / Previous Owner address
 - Back of Title / MSO
 - Mileage
 - Lienholder information

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March 13, 2013

Dear Valued Customer:

In order for us to continue to provide a quality level of service to all of our customers, we must implement the following effective immediately:

Any and all dealer or loan transactions, in excess of three, must be dropped off before 3:00 p.m. with a signed check to be picked up on the following business day. Applications must be filled out completely with all pertinent information in order for the transaction to be completed.

Please be vigilant of the last day of the month, due to this being our busiest time.

We appreciate your business.

Sincerely,

Leslie Jones Burks, Tax Collector

September 4, 2012

Dear Valued Customer:

In order for us to continue to provide a quality level of service to all of our customers, we must implement the following effective immediately:

Any and all dealer or loan transactions, in excess of one, must be in our office no later than 3:00 p.m. to be processed the same day. Multiple applications may be dropped off before noon with a signed check to be picked up between 3:00 p.m. – 4:00 p.m. the same day or on the following business day. Applications must be filled out completely with all pertinent information in order for the transaction to be completed.

Please be vigilant of the last day of the month, due to this being our busiest time.

We appreciate your business.

Sincerely,

Marion A. "Bid" Smith, Tax Collector