

# What to Expect During a Private Party Purchase.

Important information for a Buyer & Seller

Buying a used vehicle may seem overwhelming, but knowing what to expect is the first step to a seamless process. Each party has their own set of responsibilities throughout the **4-8 week process** and when it's done, everyone walks away happy. So, what do you need to know?

## Private Party Purchase with a Lien

Buyer: Your application has been approved, what is next?

### Step One

- First thing's first! Return signed:
  - Loan agreement - initial, initial, initial, sign and date
  - Power of Attorney - (for you **and** the seller)
  - Bill of Sale
- Once scanned and submitted, please mail **both original** Power of Attorneys to:
  - Farm Bureau Bank**
  - Attn: Lending Operations**
  - PO Box 33427**
  - San Antonio, TX 78265-3427**

### Step Two

- With completed and signed loan documents submitted by 1 p.m. CST, we will mail the payoff check to the current lienholder along with title release instructions on the next business day via 2-day USPS mail.

### Step Three

- Once the payoff check is accepted, the current lienholder will release the title to us.
  - Each financial institution has a different time frame so expect the current lienholder to release the title anywhere from **7-25 business days after the account has been paid in full.**
  - In some cases, the title may be released to the seller. It is ultimately *your* responsibility to have the seller sign the back of the title and mail it to us or have him/her give you the title to get to us.
- If applicable, the 2nd and 3rd disbursement checks are issued once the payoff check clears.
  - Second and third checks may be issued for additional funds such as seller and/or towards tax, title, and licensing fees. You will need to provide us with the exact amount needed for tax, title, and licensing and who it must be payable to (DMV/Tag Office of your choice). **This check will be mailed to you.**
  - If a check is being issued to the seller for additional funds, it will be **made payable to the seller and mailed to you. It is your responsibility to give the check to the seller.**

### Step Four

- Once the title is received, we will mail the title work to the DMV/Tag Office.
  - We will contact you to verify the county which DMV/Tag Office you would like the title work sent to.
  - \*If you do not receive a call within 30 days, please call us at 210-637-4800 ext. 1066 as some information may be missing to proceed with the loan request.**
  - Please note that name(s) on title **must match** name(s) on the loan agreement.
- The DMV/Tag Office may contact you via phone when documents are received. You can also use your tracking number to verify the delivery of your documents.

### Step Five

- You will then go to the DMV/Tag Office to complete title work and pay taxes & transfer fees.
    - For any title related questions, you may contact the Farm Bureau Bank Title Department at 210-637-4800.
    - Please be mindful that title work completion can take up to a few months depending on the state. Some states are often backed up but you can always follow up with the DMV/Tag Office to ensure your title work is being processed in a timely manner.
  - Once your title work is complete, the DMV/Tag Office will mail the title back to us and the process is complete.
  - **CONGRATULATIONS!** Refer to your loan agreement, agent, or online banking to confirm your payment due date.
- \*Please note that we will be contacting the seller during this loan process.

# Private Party Purchase with a Lien

**Seller: You have sold your vehicle to our customer. What is next?**

- A call out will be made to you from 210-637-4800 requesting to confirm/collect the following information:
  - Name, payoff address, account #, and a 20-day payoff with a good through date and/or per diem
  - Confirm vehicle options, mileage, and color
  - Confirm collateral ownership (Individual or Joint)
    - \*If you have joint ownership, all owners must sign off.
  - Confirm final price
- Farm Bureau Bank will then mail the payoff check to your bank to payoff your loan and request the title.
  - Our priority is to secure the lien from your current lienholder.
  - Please be mindful that Farm Bureau Bank has no control over the payoff timeframe for your financial institution. **It may take up to 20 days for the payoff check to be accepted.**
- After the check is accepted, the title will be released by your financial institution.
  - This may take between **7-25 business days after the account has been paid in full**. If the title is released to you, please sign it and have it mailed to us at your earliest convenience to:  
**P.O BOX 33427**  
**San Antonio, Texas 78265**  
Overnight/FEDEX Address:  
**17300 Henderson Pass #100**  
**San Antonio, Texas 78232**
  - If you are expecting additional funds besides the payoff on your vehicle's loan, we will mail the 2nd check to our customer to give to you once the payoff check clears.
- **CONGRATULATIONS!** Your vehicle has been sold and paid off.

# Private Party Purchase with a Clear Title

Buyer: Your application has been approved, what is next?

- First thing's first! Provide:
  - Copy of the title - front **and** bank

## If you have an agent:

- Once the copy of the title is received, the loan documents will get set up to print along with the check in your agent's office.

## If you do not have an agent:

- Once the copy of the title is received, the payoff check will be mailed to you to give to the seller.
  - The check will be made payable to the seller only. If you chose the ACH option, funds will be sent to the designated account within 24-48 business hours and are typically received within 3-4 business days.
- The seller should then provide you with the **original title** and you may provide the check to them in exchange.
  - It is *your responsibility* to take the title to the DMV/Tag Office to complete the title work (adding Farm Bureau Bank as the lienholder).
  - **Please be mindful that it is crucial for you to add Farm Bureau Bank as the lienholder when transferring ownership on the title from the previous seller to your name.**
  - If you are expecting additional funds, you will have a second check issued to you to pay for this title work. This check will be mailed to you once the payoff check clears for the seller.
- Once the title work is complete, the DMV/Tag Office will send the title and/or lien verification to Farm Bureau Bank and the loan process is complete.
- **CONGRATULATIONS!** Please refer to your promissory note, agent, or online banking to see when your first payment is due.

# Private Party Purchase with a Clear Title

**Seller: You have sold your vehicle to our customer. What is next?**

- A call out will be made to you requesting to confirm/collect the following information:
  - Front and back copy of title with your name listed as the owner
  - Physical and e-mail address
  - Original and signed Power of Attorney's for all owners
  - Confirm collateral ownership (Individual or Joint)
    - If you have joint ownership, **all owners** must sign off.
  - If collateral is still in the previous owner's name, you must update the title with the DMV/Tag Office.
  - Confirm final price
  
- We will then mail the check made payable to your name to our customer to give to you. During this time, you can provide the original title to our customer since it is a requirement.
  - If the ACH option was chosen, funds will be sent to your designated account within 24-48 business hours and are typically received within 3-4 business days. For this, you will need to provide your financial institution's **routing and account number** to us.
  
- **CONGRATULATIONS!** Your vehicle has officially been sold and paid off.