

## UCC Search Checklist

- What State? Using information obtained in the Trade-In Checklist, determine what state to search in:
  - If owner is an individual → search in the state where the customer resides
  - If owner is a corporation → search in the state where the corporation is incorporated
  - If owner is a limited liability company (LLC) or limited partnership (LP) → search in the state where the LLC or LP is organized
  - If owner is a partnership → search in the state where the partnership's principal place of business is located
  
- Search the Right Name. Using information obtained in the Trade-In Checklist, determine the exact/legal name of the customer (individual or entity, as applicable) who owns the equipment.
  
- Verify Entity's Existence. If the customer is a corporation, LLC, or Limited Partnership, check the secretary of state's website for the state where the customer says the entity is incorporated or organized to make sure the entity is incorporated or organized in that state.
  
- Conduct the Search. Do a UCC search on the customer's name in the proper state. See the attached UCC Search Instructions by State.
  
- Obtain Lien Releases. If the search results include the following phrases you need to follow up with your customer and require them to provide a document from the lender indicating that the lien has been released or terminated: "all property", "all personal property", "equipment", or a description of the specific piece of equipment or type of equipment.

