



IRP Account#:	
IRP Carrier Name:	
Date:	

## Lease Buy-out / Ownership Change - Supporting Documents Checklist

### Part I: IRP Application

Check mark each documentation being submitted

- IRP Prorate Vehicle Application Form
  - All applicable sections are filled out, signed and dated
- IRP Prorate Fleet Application Form (if applicable)

### Part II: Ownership Supporting Documents

Check mark each documentation being submitted

#### Lease Buy-Out

- Original Lease Agreement
  - Lease Agreement Amendment or Transfer of Lease (if applicable)
  - Final Bill of Sale from Leasing Company signed by both parties
  - Power of Attorney / Letter of Authorization from Leasing Company
  - Transfer of Ownership Document (if available)
  - Articles of Incorporation (if incorporated) or Out of Province Driver's Licence (if individually owned)
    - required only if the new owner has not been setup in Manitoba
- NOTE:** The Original Bill of Sale may be required on some transactions.

#### Ownership Change

- Bill of Sale signed by both parties
- Transfer of Ownership Document (if available)
- Articles of Incorporation (if incorporated) or Out of Province Driver's Licence (if individually owned)
  - required only if the new owner has not been setup in Manitoba



### Part III: Registration Supporting Documents

Check mark each documentation being submitted

#### Lease Buy-Out: IRP Carrier was the Lessee

- Valid Periodic Mandatory Vehicle Inspection (PMVI) or Certificate of Inspection (COI) if Final Bill of Sale was from a Dealer

#### Lease Buy-Out: IRP Carrier is different from the Lessee

- Valid Periodic Mandatory Vehicle Inspection (PMVI) or Certificate of Inspection (COI) if Final Bill of Sale was from a Dealer
- Authority to Register/Exclusive Use Agreement

#### REMINDER:

- Ensure all documents are clear and legible.
- Ensure all applicable documents are dated and signed.
- Ensure vehicle information (ex. Serial #) matches on all applicable documents.
- For more detailed instructions and guidelines, please refer to pages 40 - 44 of the [Apportioned Registration Manual](#).