



Car Selling Checklist

Selling a vehicle can be a fun experience. Yes, you read that right. You can actually enjoy the process of preparing, marketing and closing the deal on your automobile. The best way to make sure you have a good time finding your car's next owner is to make sure you understand the entire process, from starting line to finish. Use the step-by-step guide below to put yourself on the winner's stand.

- Create a "Car Sale" folder to organize your information.
- Make sure you have access to all the specifications for your vehicle for you ad and for future questions. If you don't have the owner's manual for the car, search for the information online. Most carmakers provide online manuals.
- Make a list of the extra amenities for your vehicle, either those that you ordered or added on yourself.
- Obtain a vehicle history report.
- Take attractive photos of your vehicle to lure in buyers.
- Assemble the vehicle maintenance history.
- Compile a list of any active warranties.
- Research at <http://autos.yahoo.com>, <http://www.AutoTrader.com>, <http://www.KBB.com>, <http://www.Edmunds.com>, and <http://www.Cars.com> for prices for similar vehicles. Also check local newspapers and <http://www.craigslist.org> for prices in your area.
- Set an asking price for the car and also a low price.
- Clean and declutter the car inside and out.
- Have routine maintenance performed, like an oil change or tire pressure check.
- Consider having a reputable and well-known mechanic's shop in your community inspect the car and issue a report on its condition.
- Have any state-required checks, like smog, performed.
- Make any needed repairs.
- Check your state's DMV website to make sure you understand the rules governing transfer of vehicle ownership.
- Download the bill of sale, release of liability and transfer of ownership forms from the DMV's website or visit your local branch to get paper copies.
- Advertise online at one of the above-mentioned car-selling sites, or via Craigslist or eBay. Also get the word out in print, via social media and by word-of-mouth.
- Set aside specific time slots in your schedule when you can show the car.
- Respond quickly and politely to inquiries.
- For safety purposes, meet potential buyers in a public place and always try to have someone with you if possible. If you can't have someone with you, inform a friend or family member of where you will be.
- Before allowing a test drive, make sure the potential buyer has a valid license and insurance.
- Be open to allowing a potential buyer to have his/her own mechanic inspect the vehicle.



- Make plans to pay off any balance due on the car, either on your own before the sale or by completing the transaction at your financial institution so that the title can be transferred to the new owner.
- It's also a good idea to conduct the final monetary transaction at a financial institution so that the potential buyer doesn't have to carry cash. A cashier's check, money order, or escrow service are acceptable alternatives to cash.
- Do not accept personal checks.
- If the above is not an option, you can provide the buyer with a temporary operating permit by taking the bill of sale to the DMV.
- Complete all forms required by your state's DMV.
- Make sure the bill of sale states that the car is sold as-is.
- Make a copy of the all forms involved in the transaction.
- Mail copies to the DMV via certified mail any forms that must be registered with them.
- Sign the title over to the new owner (A new title will be issued and sent to the new owner). Follow the procedure for transfer of the title outlined on your state's DMV website.
- Once the transaction is complete, record the odometer mileage on the release of liability form.
- Remove all your personal items from the vehicle.
- Remove the license plates from the vehicle if this is required in your state.
- Hand over the keys, title, maintenance records and any active warranties.
- Cancel your insurance for the vehicle.