



How to Sell Your Vehicle in Iowa

A Seller's Checklist

Sellers: Please use the checklist below to ensure seamless transfer of vehicle ownership.

- Remove license plates**
Put them on a replacement vehicle within 30 days. If no replacement vehicle, turn the license plates in to your county Treasurer's Office to remove them from your record in the motor vehicle system.
- Title and Bill of Sale**
Properly assign the back of the title by signing/printing as seller. Print the name and address of the buyer on the top line, and the date of sale. Sellers are required to provide a separate Bill of Sale to the buyer that includes the following: vehicle description, sale date, purchase price, and seller signature. See LinnCountyIowa.gov/Treasurer for a sample Bill of Sale.
- Odometer statement**
On the back of the title, enter the mileage reading (no tenths) and check the appropriate legend box. This is required for vehicles with a model year of 2011 or newer.
- Damage disclosure statement**
On the back of the title, answer the damage disclosure questions. This is required for vehicles seven model years old and newer.
- Proof of sale**
It is good practice for the seller to maintain evidence of the sale of the vehicle by:
 1. Obtaining a receipt from the buyer stating they have accepted delivery of the vehicle and title (see example below), or
 2. Retaining a copy of the front and back of the title showing the assignment to the buyer, or
 3. Filing a "Notice of Sale of Vehicle and Delivery of Title" form 411107 with the county where the vehicle was last registered.
- Refund**
Make a claim for refund of unused registration fees to your county Treasurer within six months of the sale of vehicle. Refunds of less than \$10.00 will not be granted.

Buyer's Acknowledgement of Delivery of Vehicle and Title

Note to seller: Keep this receipt as evidence of sale and delivery of the vehicle and title to the buyer.

Vehicle Make _____ Model Year _____ Title Number _____

Buyer Name _____

Address _____

City _____ State _____ Zip _____

Purchase Price _____ Date _____ Time _____ a.m. p.m.

I hereby acknowledge receipt of the title properly assigned to me and delivery of the vehicle as described.

Signature of Buyer _____