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 ______________________________________________________________________________________