



How to Sell Your Vehicle in Iowa - Checklist Buyer's Acknowledgement Form

Seller's Checklist (some counties may require more information)

- **Remove License Plates**
- **Odometer Statement** – completed and given to buyer
- **Damage Disclosure Statement** – completed and given to buyer
- **Title** – Assigned to buyer. Give the buyer the name of the county where your car was last registered and the date your license plates expire.
- **Bill of Sale** – filled out by both seller and buyer
- If Vehicle Sold to Out of State Buyer – properly assigned certificate of title is delivered to buyer. Registration receipt turned into your county treasurer
- Vehicle Sold for Junk – Give buyer certificate of title. Get receipt stating buyer has accepted delivery of car and title (see below)
- Refund – Make claim for refund of unused registration fees, if:
 1. The excess credit for your sold, junked or traded vehicle is \$10 or more.
 2. Vehicle is sold or junked and credit is not claimed for a replacement vehicle and the refund is \$10 or greater.

Buyer's Acknowledgment of Delivery of Vehicle & Title

Note to Seller: Keep this receipt as evidence of sale and delivery to the buyer.

Vehicle Make _____ Model Year _____

Title Number _____

Name of Buyer _____

Address _____

City _____ State _____ Zip _____

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

Date _____ Time _____ a.m. or p.m.

Signature of Buyer _____