How to Sell Your Vehicle in Iowa

Checklist & Buyer's Acknowledgment Form

Seller's Checklist

Here is a checklist for selling your vehicle.

☐ **Remove license plates**
Turn them in to your county treasurer's office.

☐ **Odometer Statement**
Odometer statement completed and given to buyer. This is normally a part of the assignment area of the title.

☐ **Damage Disclosure Statement**
Damage disclosure statement completed and given to buyer. This is normally a part of the assignment area of the title.

☐ **Title**
Properly assign the title by signing the reverse side as seller, print the name/address of the buyer on the top line, and print the date of sale. Provide the buyer with the name of the county where the vehicle was last registered and its expiration date.

☐ **Vehicle Sold to Out-of-State Buyer**
Title certificate properly assigned and delivered to the buyer.

☐ **Vehicle Sold for Junk**
Provide buyer with title properly assigned or obtain a junking certificate and assign to the buyer.

☐ **Proof of sale**
It is good practice to maintain evidence of the sale of the vehicle by:
1. Obtaining a receipt from the buyer stating they have accepted delivery of the car and title (see example below) or;
2. Retaining a copy of the back of the title showing 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 is registered.

☐ **Refund**
Make claim for refund of unused registration fees, if:
1. The vehicle was sold or junked and credit was not claimed for a replacement. Refunds less than $10 will not be granted.
2. The vehicle was traded for another and the excess credit of your traded vehicle is $10 or more.

Buyer's Acknowledgment of Delivery of Vehicle & Title

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

Vehicle Make_____ Model Year_____ Title Number_____

Buyer Name_____

Address_____

City_____ State_____ Zip_____

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

Purchase Price_____ Date_____ Time_____ a.m. p.m.

Signature of Buyer_____