



# How to Sell Your Vehicle in Iowa

## Checklist & Buyer's Acknowledgment Form

### Seller's Checklist

Here is a checklist which might help you follow the proper procedure.

- Remove License Plates.**
- Odometer Statement**  
Odometer statement completed and given to buyer.
- Damage Disclosure Statement**  
Damage disclosure statement completed and given to buyer.
- Title**  
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.
- Vehicle Sold to Out-of-State Buyer**  
Title certificate properly assigned and delivered to buyer. Registration receipt turned in to your county treasurer.
- Vehicle Sold for Junk**  
Give buyer certificate of title. Get receipt stating buyer has accepted delivery of car and title (attached receipt may be used).
- Refund**  
Make claim for refund of unused registration fees, if:
  1. A vehicle is sold or junked and credit is not claimed for a replacement vehicle Refunds of less than \$10 will not be granted.
  2. The excess credit for your sold, junked or 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 \_\_\_\_\_

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. p.m.

Signature of Buyer \_\_\_\_\_